

January 9, 2014

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, January 16, 2014
1:30 p.m., Council Chambers
County-City Building

A G E N D A

ITEM 1: Request to revise the following classifications:

<u>CLASS</u>	<u>CLASS TITLE</u>	
<u>CODE</u>		
3149	Crime Analyst	(C30)

ITEM 2: Request to amend the minimum qualifications of the following Management classifications:

<u>CLASS</u>	<u>CLASS TITLE</u>	
<u>CODE</u>		
0616	Employment Manager	(M01)
1131	City Clerk	(M02)
1310	Purchasing Agent	(M03)
1322	Claims & Insurance Coordinator	(M01)
1324	Safety & Training Coordinator	(M01)
1326	Workers' Compensation Claims Coordinator	(M01)
1451	Systems Coordinator	(M03)
1452	Microcomputer/Network Support Coordinator	(M03)
1471	Technical Support/Operations Coordinator	(M03)
1472	Technical Support Specialist II	(M02)
1480	Systems Project Supervisor	(M02)
1486	Network Supervisor	(M02)
1497	Microcomputer Support Supervisor	(M02)
1520	System Supervisor	(M01)
2031	Utilities Security Manager	(M01)
3016	Chief Fire Prevention Inspector	(M02)
3123	Police Captain	(M02)
3125	Assistant Chief of Police	(M04)
5015	Public Works Maintenance Coordinator	(M02)
5315	Facilities Maintenance Coordinator	(M01)
5525	Golf Manager	(M01)

ITEM 3: Election of Chair

ITEM 4: Election of Vice-Chair

ITEM 5: Miscellaneous Discussion

PC: Teresa Meier, City Clerk
Directors

ACCOMMODATION NOTICE

The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation in order to attend or participate in a public meeting conducted by the City of Lincoln, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights, at 402 441-7624 as soon as possible before the scheduled meeting date in order to make your request.

CRIME ANALYST

NATURE OF WORK

This is responsible work in the Crime Analysis unit ~~creating maps, charts and graphs used in the analysis of crime trends~~ where the position is responsible for applying principles of intelligence and crime analysis to interpret information regarding overall impact on the criminal investigative process.

Work involves ~~creating maps used~~ gathering and manipulating information to analyze crime trends; maintaining files and statistics related to crime patterns; coordinating the Problem Resolution Team meetings; and participating in a variety of meetings relevant to the mapping of crime in the City of Lincoln. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Creates, maintains and manipulates databases of police incidents using mainframe and personal computer software; reviews and troubleshoots data errors, inconsistencies, file transfer problems, software and printer problems.

Uses desktop publishing, mugshot software and graphics software to create layouts and designs of crime bulletins, wanted persons flyers and similar publications.

~~Operates audio-visual equipment, especially LCD projectors and related equipment to produce multi-media presentations for audiences.~~ Disseminates intelligence information to assist in prevention and detection of criminal activity.

Examines data files and geocoded crime maps to locate crime clusters; draws upon knowledge of criminal activity, criminal behavior and physical environments to develop hypotheses about the relationship of crimes to one another, and to offenders; reviews specific police reports to discern modus operandi patterns.

~~Coordinates the Problem Resolution Team (PRT) meetings; maintains a variety of data relevant to the meetings; takes digital pictures of open PRT cases and downloads into a power point file.~~ Acts as a department liaison with other law enforcement agencies on criminal intelligence matters, such as gang intelligence or sex offenders' data.

Accesses crimes on a map, analyzing the clusters and looking at methods of operation, times and dates for similarities or methods of operation; builds spreadsheets to assist in plotting data on maps; communicates with officers, detectives and commanders to exchange information regarding crime trends, patterns and offenders.

Updates and maintains weekly files of crime patterns for others to use on ArcView dependent software; designs and publishes large maps of City using ArcView software; distributes throughout the Department.

~~Participates in ACUDAT meetings; prepares data, maps and booklets for meetings.~~

Reads daily reports to keep updated on crime patterns and to enter on Crime Analysis Bulletin Board.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of Crime/Intelligence Analysis techniques and practices.

Considerable ~~k~~Knowledge of GIS (ArcView) software in order to plot crimes on a map.

Considerable knowledge of database applications, spreadsheets, graphics, desktop publishing, word processing and geographic information system software and techniques.

Knowledge regarding the elements of crimes, nature of criminal offense patterns (modus operandi) and crime classification.

Knowledge of the geography of the city.

~~Ability to operate and perform minor maintenance and repair on LCD projectors, printers and plotters.~~

Ability to exercise independent judgment, prioritize projects and manage multiple requests for information.

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.

Ability to maintain the confidentiality of information.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

~~Graduation from a senior high school or equivalent and some coursework in computer studies or experience with database or spreadsheets, word processing, graphics, desktop publishing and ArcView software plus four year college or university with major course work in computer science, research methods, statistics, criminal justice, social sciences or related field and experience with LCD projection equipment with a variety of input devices in crime research, crime analysis, law enforcement or criminal records maintenance.~~

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and some experience ~~utilizing GIS software and some experience plotting trends on maps in crime research, crime analysis, law enforcement or criminal records maintenance~~; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.