



CITY OF CLOVIS, CALIFORNIA  
invites applications for the position of:

# Crime Specialist (Contract-Grant Funded)

An Equal Opportunity Employer

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**SALARY:** \$34.04 - \$41.38 Hourly  
\$5,901.00 - \$7,173.00 Monthly  
\$70,812.00 - \$86,076.00 Annually

**OPENING DATE:** 01/28/20

**CLOSING DATE:** 02/11/20 04:30 PM

**DESCRIPTION:**

**There is an immediate contract grant funded position open in the Police Department**

**DEFINITION**

Under general supervision, to collect, analyze, prepare, and disseminate information regarding criminal activity and to perform other technical, analytical, administrative, and related work as required.

**CLASS CHARACTERISTICS**

Under the direction of the Police Command Staff or a Crime Analysis Supervisor, this journey-level position will be responsible for the analysis of criminal activities, crime series, trends, and patterns in order to increase the effectiveness and efficiency in the deployment of resources and apprehension of suspects. Incumbents will collect, compile and analyze data, and will develop and maintain an active database that will be shared between municipalities. Incumbents are expected to use sound and considerable judgment. Latitude and initiative are expected in order to complete office and field projects.

**EXAMPLES OF DUTIES:**

Perform geographic, tactical, spatial, and procedural analysis of crime sprees, trends, and patterns of crime on a local and regional basis; create and maintain an active database which can be shared by all municipalities; work effectively to promote the exchange of information internally within the department; develop and maintain an effective liaison with state and local law enforcement agencies to exchange intelligence information; perform systematic analysis for identifying and analyzing current and anticipated patterns and trends in crime and disorder; collect, compile and research complex statistical data; provide county-wide crime analysis which focuses on serious, violent crimes and habitually non-compliant offenders; assist agencies with formulating crime prevention strategies; present written and oral reports regarding findings; prepare graphic representations of detailed and complex statistical findings or of crime analysis results, and interprets and explains findings; testify in court as required; assist with and prepare grants; grant management; monitor grant reporting and related documents and performs related work and other duties as assigned.

**TYPICAL QUALIFICATIONS:**

**LICENSE REQUIRED**

- Possession of a valid California Driver's License and a good driving record;

- Possession of a Certified Crime and Intelligence Analyst (CCIA) certificate issued by a college or university and recognized by the California Department of Justice is highly desirable.

## **EDUCATION AND EXPERIENCE**

A combination of training and experience that provides the required knowledge, skills, and abilities is required.

Education:

- Typical education would include two (2) years course work at an accredited college or university with major course work in criminology, administration of justice, public administration, behavioral science, or a related field.

Experience:

- Typical experience would include two (2) years of increasingly responsible crime analysis and analytical experience within a law enforcement agency, which included GIS (Geographic Information Systems), SAS (Statistical Analysis System), or general programming work.

## **QUALIFICATIONS**

Knowledge of:

- Geographic Information Systems technology, mapping processes and/or other GIS software applications;
- Basic operations, services, principles and practices of a crime analysis program;
- Applicable Federal, State, and Local Laws, codes and ordinances;
- Basic crime analysis methodologies;
- Basic law enforcement operations, procedures, techniques, and demands;
- Statistical analysis, theories, and concepts;
- Analytical methods and their application;
- Data collection, research, and analysis techniques.

Ability to:

- Identify and distinguish crime patterns and trends;
- Conduct complex statistical and analytical studies, such as collect and analyze data, develop and test hypotheses, draw valid conclusions, and present narrative and statistical data and recommendations;
- Analyze, interpret and explain statistical and analysis results;
- Operate computer and a variety of other software applications;
- Create and test statistical models used to predict criminal activity;
- Make oral presentations;
- Prepare and present accurate, comprehensive, and concise reports and recommendations;
- Generate reports, maps, charts, graphs, and other visual or electronic aids to assist in presenting findings;
- Assists with the development of tactics, strategies, and planning in response to crime trends;
- Communicate effectively orally and in written form;
- Interpret and explain City policies;
- Establish and maintain effective working relationships with the general public, City personnel and other outside law enforcement personnel;
- Work under pressure and within challenging deadlines.

## **SUPPLEMENTAL INFORMATION:**

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Light work-lifting, carrying, and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds;

- Ability to attend periodic evening meetings or meetings outside of regularly scheduled shift;
- Work is primarily sedentary.

## SELECTION PROCESS

Interested applicants must submit a completed City of Clovis employment application and supplemental questionnaire no later than **4:30 p.m. on February 11, 2020**, to the City of Clovis Personnel Office. Applications must be submitted online at [www.cityofclovis.com](http://www.cityofclovis.com). For additional questions, you may contact Personnel at (559) 324-2725. Brief resumes are welcome as a supplement to the City's standard application form; however, **the application form and supplemental questionnaire must be filled out completely to be considered**. You may attach your resume at the time of application submission to the attachment section of the application form or submit by fax or hand delivery. A resume only may not be submitted in lieu of a completed employment application to be considered. **Applicants may not attach any additional documents that are not required to their application form or submit any other documents by email, mail, fax, or hand delivery. Reasonable accommodation, when needed, for otherwise qualified candidates with disabilities, must be requested in writing and faxed to (559) 324-2865 at the time of application submission.** Applicants will receive notification regarding the status of their application by email or phone once the applications have been processed and reviewed.

Applicants must meet each qualification for the position by the deadline date. All applications will be reviewed based on the necessary employment standards for the position. Those candidates who best meet the needs of the operations may be invited to participate in an oral examination that will be weighted 100%. Examinations and department interviews for the position will be administered in the City of Clovis. Applicants receiving a passing score may be placed on an eligibility list for a period of up to one (1) year. **As determined by the City and at the City's expense, successful candidates shall be required to complete and pass a Personal History Questionnaire, a polygraph or voice stress examination, an extensive background investigation, a medical examination, and a drug/alcohol screen.** Possession of a valid California driver's license and good driving record will be required prior to hire. Proof of citizenship or eligibility to work in the U.S. will be required at the time of hire.

The examination may consist of questions relative to knowledge of Geographic Information Systems technology, mapping processes and/or other GIS software applications; basic operations, services, principles and practices of a crime analysis program; applicable Federal, State, and Local Laws, codes and ordinances; basic crime analysis methodologies; basic law enforcement operations, procedures, techniques, and demands; statistical analysis, theories, and concepts; analytical methods and their application; and data collection, research, and analysis techniques. The examination may also contain questions regarding the ability to identify and distinguish crime patterns and trends; conduct complex statistical and analytical studies, such as collect and analyze data, develop and test hypotheses, draw valid conclusions, and present narrative and statistical data and recommendations; analyze, interpret and explain statistical and analysis results; operate computer and a variety of other software applications; create and test statistical models used to predict criminal activity; make oral presentations; prepare and present accurate, comprehensive, and concise reports and recommendations; generate reports, maps, charts, graphs, and other visual or electronic aids to assist in presenting findings; assists with the development of tactics, strategies, and planning in response to crime trends; communicate effectively orally and in written form; interpret and explain City policies; establish and maintain effective working relationships with the general public, City personnel and other outside law enforcement personnel; and work under pressure and within challenging deadlines.

This job flyer does not constitute a contract and its terms and conditions can change without notice.

**THE CITY OF CLOVIS IS AN EQUAL OPPORTUNITY EMPLOYER**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityofclovis.com>

Job #2000010  
CRIME SPECIALIST (CONTRACT-GRANT FUNDED)  
MJ

OUR OFFICE IS LOCATED AT:  
1033 5th Street  
Clovis, CA 93612  
o: 559-324-2725 f: 559-324-2865  
[loris@cityofclovis.com](mailto:loris@cityofclovis.com)

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## Crime Specialist (Contract-Grant Funded) Supplemental Questionnaire

- \* 1. Carefully complete your Application and Supplemental Questionnaire and submit by the final filing date as indicated on the job announcement. It is important that your application show all the relevant education and experience you possess. You may attach a resume, but this cannot be used in lieu of completing an application. Follow the instructions below on how to submit a complete application. Applications may be rejected if incomplete. Include a minimum of ten (10) years of current and/or previous work experience. Begin with your most current work experience through the previous ten (10) years. If you are unable to include ten (10) years of current and/or previous work experience you must include any combination of work or volunteer experience, academic or vocational school enrollment, and any periods of unemployment. The application may not contain any unexplained gaps in employment periods. Be sure to attach any required documents before submitting the application.
  - Yes, I acknowledge and agree to the above statement.
- \* 2. Please answer the following questions. This information is REQUIRED, as it will be used to initially determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in any subsequent competitive assessment to identify those applicants to be invited to continue in the examination process. Resumes will not be accepted in lieu of required supplemental responses. Please do not say, "see resume" or "see application" or your application and supplemental questionnaire will be deemed incomplete.
  - Yes, I acknowledge and agree to the above statement.
- \* 3. The information provided in your application must support your selected answers to the supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. With the completion of this supplemental questionnaire, you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may disqualify you from being considered for this position.
  - Yes, I acknowledge and agree to the above statement.
- \* 4. Do you possess a current and valid California Driver's License?
  - Yes
  - No
  - I possess a current and valid Driver's License in another state
- \* 5. Please list the state and expiration date MM/DD/YY of your current and valid Driver License. If you currently do not possess a valid Driver License, please explain.
- \* 6. Do you possess a High School Diploma or GED?

- Yes
  - No
- \* 7. Please indicate the highest level of education that you have attained from an accredited college or university.
- None
  - Less than 60 semester/90 quarter units
  - At least 60 semester/90 quarter units
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree or higher
- \* 8. Which describes your education major?
- Criminology
  - Administration of Justice
  - Public Administration
  - Behavioral Science
  - A related field
  - None of the above
- \* 9. If you are meeting the education requirement with a related field in the previous question, please specify. If this does not apply to you, type "N/A".
- \* 10. Do you possess work experience within a law enforcement agency?
- Yes
  - No
- \* 11. How many years of work experience of increasingly responsible crime analysis and analytical experience within a law enforcement agency do you possess? Note: Work experience must be listed on application under the "Work Experience" section.
- No Experience
  - Less than 2 years
  - Two (2) years, but less than three (3) years
  - Three (3) years, but less than four (4) years
  - Four (4) years or more
- \* 12. Candidates must possess and clearly specify on their application the required work experience. Specify where you gained your crime analysis and analytical work experience by listing the employer's name and your job title. If this does not apply to you, type "N/A".
- \* 13. Check which of the following system(s) you possess work experience in. Check all that apply.
- GIS (Geographic Information System)
  - SAS (Statistical Analysis System)
  - General Programming
  - None of the above
- \* 14. If you selected general programming in the previous question, please specify. If this does not apply to you, type "N/A".
- \* 15.

Do you possess a Certified Crime and Intelligence Analyst (CCIA) certificate issued by a college or university and recognized by the California Department of Justice?

- Yes
- No

\* 16. I acknowledge that if I am selected for the Crime Specialist Contract-Grant Funded position that the position does not constitute a full-time permanent position.

- Yes, I acknowledge and agree to the above statement.

\* 17. I acknowledge that I must meet each qualification for the position at the time of application submission and must list all the relevant education and experience that I possess on the employment application by the deadline date and time and if I am successful in the recruitment process for the position that I will be required to complete and pass a Personal History Questionnaire, a polygraph or voice stress examination, an extensive background investigation, a medical examination, and a drug/alcohol screen to be considered for the Crime Specialist position.

- Yes, I have read and understand the information listed above.

\* Required Question