



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
GANG ANALYST
Classification Specification
(Classified)

DEFINITION

Under supervision analyzes statistical data on gang crime occurrences and modus operandi of gang crimes. Advises operational personnel of patterns of criminal activity and anticipated gang activity for purposes of deployment, prevention and apprehension.

SUPERVISION RECEIVED

The Gang Analyst works under the supervision of the Detective Bureau Commander. Effectiveness requires daily contact with command, supervisory, and non-supervisory personnel in operational and staff positions. The Gang Analyst is a non-safety member of the Police Department.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Gang Analyst. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Reads, inputs and analyzes crime reports.
2. Composes correspondence, memorandums, and reports independently or from brief verbal instructions or notes.
3. Fields interview cards and related data.
4. Processes confidential and sensitive information.
5. Prepares charts, graphs, tables, and written descriptions.
6. Updates and maintains the Police Department's gang file system.
7. Interviews patrol and investigative personnel.
8. Provides statistical data.
9. Conducts oral presentations on crime pattern information to police personnel.
10. Communicates clearly and concisely using proper English language both orally and in writing.
11. Maintains office equipment in proper working condition.
12. Performs other duties as necessary and required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

1. Graduation from an accredited four (4) year college, additional qualifying experience may be substituted for the required education on a year-for-year basis resulting in a combination of education and experience necessary to meet the minimum performance standards of the position.

Knowledge and Abilities

1. Working knowledge of operation of modern office equipment.
2. Knowledge and proper usage of the English language.
3. Working knowledge and ability to proficiently use various computer software programs relevant to the Police Department.
4. Knowledge of methods and techniques of quality customer service.
5. Knowledge of basic principles, practices and procedures involved in interpreting tables, charts/graphs and analyzing statistical data.
5. Ability to maintain accurate and detailed records.
6. Ability to prepare clear and comprehensive reports and bulletins.
7. Ability to perform complex work involving independent judgment.
8. Ability to make decisions in accordance with laws, ordinances and departmental policies and procedures.
9. Ability to communicate effectively and concisely both verbally and in writing.
10. Ability to deal tactfully and courteously, and to establish and maintain cooperative working relations with the general public and City staff.
11. Ability to follow written and oral instructions.
12. Ability to interpret and apply instructions, policies, directions and guidelines.
13. Ability to perform required duties and responsibilities maintaining confidential and privileged status of information and data.

SPECIAL REQUIREMENTS

Must have a valid California Class C driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing the duties of this job, the employee may frequently drive to specific locations; works outdoors and within office setting. The employee is frequently required to walk, stand, stoop, kneel and use arms, legs and back to occasionally lift and/or move up to 25 pounds. This position also requires the ability to sit for up to three (3) hours at a time. Will use arms to reach and carry and use hands to operate, finger, handle objects and controls. Vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.