

CITY OF HERMOSA BEACH

Class Specification

Senior Crime Prevention and Intelligence Analyst

Definition

Under general to limited direction, the Senior Crime Analyst performs advanced, complex crime and intelligence analysis functions and serves as a subject-matter expert in analytical methodologies, crime trend forecasting, and intelligence-led policing strategies.

The Senior Crime Analyst leads and coordinates analytical efforts; develops advanced analytical products; advises command staff on operational, tactical, and strategic decision-making; and may provide technical guidance and functional supervision to lower-level analytical staff. This classification is distinguished from the Crime and Intelligence Analyst by the level of independence exercised, complexity of assignments, strategic scope, and responsibility for program development and interagency coordination.

DISTINGUISHING CHARACTERISTICS

The **Crime and Intelligence Analyst** performs professional analytical work under general direction with a primary focus on crime pattern identification and operational support.

The **Senior Crime and Intelligence Analyst** serves as a lead analyst, managing complex, sensitive, and high-impact analytical projects; developing analytical standards and methodologies; mentoring analysts; and acting as a key advisor to command staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Leads and performs advanced crime, intelligence, and strategic analysis using multiple internal and external data sources to identify emerging crime trends, series, patterns, and long-term crime conditions.

- Designs, implements, and evaluates analytical methodologies, models, and frameworks to support intelligence-led policing, problem-oriented policing, and data-driven deployment strategies.
- Conducts sophisticated statistical, spatial, and temporal analyses, including predictive analysis and advanced forecasting techniques, to assess crime risk and resource allocation needs.
- Develops and presents high-level analytical products, including strategic assessments, threat analyses, command-level briefings, and executive summaries for Police Department leadership and City management.
- Serves as the primary analytical advisor to command staff regarding crime trends, operational impacts, deployment strategies, and proactive enforcement initiatives.
- Oversees the preparation and dissemination of complex analytical products such as crime series bulletins, hotspot analyses, crime reduction strategies, after-action reports, and intelligence summaries.
- Coordinates analytical support for major investigations, task forces, critical incidents, and special operations, including officer-involved incidents and major crime events.
- Provides functional supervision and technical guidance to Crime and Intelligence Analysts, including reviewing work products, establishing analytical priorities, and ensuring quality control and consistency.
- Develops, maintains, and enhances analytical databases, crime analysis systems, and reporting processes to improve accuracy, efficiency, and usability of crime data.
- Establishes and maintains liaison with local, regional, state, and federal law enforcement agencies to exchange intelligence, collaborate on joint analytical efforts, and support regional crime initiatives.
- Supports grant applications, audits, and program evaluations by providing analytical data, outcome measurements, and performance indicators.
- Provides analytical support to community policing initiatives, crime prevention programs, and public safety presentations as assigned.
- May testify in court regarding analytical methodologies, data interpretation, and conclusions drawn from crime analysis reports.
- May be required to work evenings, weekends, holidays, and be available for callback during major incidents, disasters, or critical events.
- Performs related duties as assigned.

QUALIFICATION GUIDELINES

Knowledge, Skills & Abilities

Knowledge of:

- Advanced crime analysis, intelligence analysis, and criminal investigative methodologies

Statistical analysis, spatial analysis, and crime forecasting techniques

Intelligence-led policing, problem-oriented policing, and deployment strategies

Law enforcement records management systems, CAD/RMS systems, and criminal justice databases

Principles of criminal intelligence, information sharing, and confidentiality standards

Research design, data validation, and performance measurement in law enforcement settings

Applicable laws, regulations, and best practices related to crime analysis and intelligence functions

Skill in:

Conducting complex statistical and spatial analyses using analytical software and databases

Preparing clear, concise, and persuasive written reports and executive-level presentations

Communicating complex analytical concepts to sworn and civilian personnel

Managing multiple complex projects with competing deadlines

Establishing effective working relationships with law enforcement personnel, City staff, and external agencies

Ability to:

Exercise sound judgment and discretion in handling sensitive and confidential information

Independently plan, organize, and prioritize analytical work

Identify emerging crime issues and translate data into actionable strategies

Lead, mentor, and provide technical guidance to analytical staff

Attend meetings outside normal work hours as required

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain this required knowledge would be:

Education:

Graduation from an accredited four-year college or university with a major in Criminal Justice, Criminology, Public Administration, Statistics, Data Science, or a closely related field.

Experience:

Four (4) years of progressively responsible professional experience in crime analysis, intelligence analysis, or related analytical work within a law enforcement or public safety environment,

Including at least one (1) year performing duties equivalent to a Crime and Intelligence Analyst, or equivalent analytical experience demonstrating advanced responsibility and independence.

An equivalent combination of education and experience may be considered.

LICENSES / CERTIFICATES

Possession of a valid **Class C California Driver's License** with a satisfactory driving record, to be maintained throughout employment.

Crime analysis or intelligence-related professional certifications (e.g., CALEA, IACA, or equivalent) are desirable but not required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Environment

Work is primarily performed in a standard office environment with frequent public and interdepartmental contact and regular interruptions.

Physical

Primary functions require sufficient physical ability and mobility to work in an office setting; sit or stand for extended periods; occasionally stoop, bend, kneel, crouch, reach, and twist; lift and carry light to moderate objects; operate standard office equipment including computers requiring repetitive hand movements; and verbally communicate to exchange information.

Vision

Normal visual acuity with or without correction.

Hearing

Normal auditory acuity with or without correction.

In accordance with California Government Code Section 3100, incumbents are considered disaster service workers and must be available for call-back during major emergencies or disasters.

Approved by the Civil Service Board:

Approved by the City Council: