

Middletown, CT Job Description

Classification Title	Research Analyst
Job Code	
Department	Police
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to perform data entry functions, research and report crime statistics and to assist Police personnel and other agencies in researching information. ~~The work is performed under the direction of the Records Supervisor.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Monitor data entered by officers to check for accuracy. Performs data entry from Police Reports. Enter and approves infractions and warnings into computer systems. Tracks workflow of reports.
- ~~Supervisory clearance level on computer system to enter and approve specific data. Confidentiality required in maintaining system security in order to complete functions. Develops and maintains confidential crime files. Analyzes and compares data received. Assists in developing suspects in crimes.~~
- Enters, processes and maintains warrants. Acts as liaison to court personnel for warrant matters. Prepares habeas requests for court.
- Performs background checks for pistol permits, employee hires and investigations.
- Creates Wesleyan activity file/crime mapping.
- ~~Checks all National Incident Based Reporting System (NIBRS) reportable cases for accuracy. Prepares and sends crime statistics and LEOKA forms to Crime Analysis Unit. ; keep track of errors to be corrected. Prepares NIBRS crime statistics report for analysis unit and FBI. Law Enforcement Officers Killed or Assaulted (LEOKA) forms to Crimes Analysis Unit. Sends Bias Crimes forms to Unit as requested by Bias Crimes Unit. Acts as liaison with Crimes Analysis Unit and Bias crimes Unit of Connecticut Department of Public Safety.~~
- ~~Enters Racial Profiling information, checks for ones not turned in and leaves reminders for Officers. Print Racial Profiling Report to be sent to the African American Association Commission (AAAC). Prints list of motor vehicle stops in a 24~~

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hour period. Checks off racial profiling form by case number and tracks forms not yet turned in.

- Checks Quarterly Index Report from Crimes Analysis Unit for accuracy of crime statistics. Performs crime statistics for budget analyst on a quarterly basis to assist with obtaining grants.
- ~~Prints Daily blotter, m~~Maintains list of Juvenile Arrest erasures for supervisor to delete.
- Sends copies of Accident reports to Department of Transportation. ~~.,s~~Sends written warnings to Department of Motor Vehicles. ~~.,s~~Sends boating violations and deer kill slips to Department of Environmental Protection.
- Assists department personnel with copies of reports, statistics information and research as requested. Assists other agencies with reports and statistics.
- ~~Maintains Family Violence Domestic statistics comparison, statistics for Wesleyan University to comply with Clery Act. Maintains motor vehicle statistics for Traffic Division and for Connecticut Chiefs Association~~
- ~~Research and print all manners of statistics to also include charts and graphs to project where and when crimes occur.~~
- Greet, screens, assists and directs callers and visitors, provide information, assists officers and other department personnel in performing research. Assists to facilitate Freedom of Information requests and Background checks. ~~Maintains status as a Notary.~~
- Files all police ~~reports, maintains reports.~~ Maintains files and folders in reports storage room.
- ~~Performs data entry~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

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Associates degree in criminal justice with (5) five years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

Other

- Position requires ability to obtain NCIC Computer certification and to become proficient in NIBRS and Uniform Crime Reporting training within one (1) year of appointment.

PREFERRED QUALIFICATIONS

None.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.~~
- ~~Requires the ability to communicate orally and in writing with the Records Supervisor and all department personnel, other City departments, other Police departments, Court personnel and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals, prepare statistical analysis.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population

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- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Work with mathematical concepts such as probability and statistical inference
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems

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- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Dates revised	