

**MEMORANDUM**

**To:** Mayor and City Council

**From:** Nicole Stojka, Human Resources Manager

**Date:** November 12, 2013

**Subject:** **Discussion and Approval of Amendment of City Position Allocation and Compensation Chart Related to the Detective, Crime Analyst and Deputy Court Clerk Positions**

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**ITEM DESCRIPTION**

To approve an update to the City Position Allocation and Compensation Chart to create one (1) additional Detective position, one (1) Crime Analyst position, and one (1) additional Deputy Court Clerk position.

**BACKGROUND**

Council has added budget for FY 2014 for the above positions.

**EVALUATION**

The Detective, Crime Analyst, and Deputy Court Clerk positions are added to the Full Time headcount on the Position Allocation and Compensation Chart.

A salary study was conducted for the new position of Crime Analyst. Staff requested job descriptions and salary data from comparable cities to establish a competitive pay range for the position. The recommended salary range for the Crime Analyst position is a minimum of \$39,000 and a maximum of \$58,500.

**RECOMMENDED ACTION**

It is respectfully requested that Council approve the Staff's recommendation to modify the current Position Allocation and Compensation Chart to include one (1) additional Detective position, one (1) Crime Analyst position, and one (1) additional Deputy Court Clerk position effective January 1, 2014.

**PROPOSED POSITION ALLOCATION AND COMPENSATION CHART**

Department/Title	Full Time	Elected Officials	Salary Summary	
			Avg. Low	Avg. High
General Government Mayor City Council		1 6	Set by Charter Set by Charter	Set by Charter Set by Charter
Office of the City Manager City Manager Assistant to the City Manager	1 1		Set by Council \$ 48,000	Set by Council \$ 72,000
Administrative Services City Clerk	1		\$ 59,821	\$ 93,307
Financial Services Finance Director	1		\$ 95,000	\$ 142,500
Public Safety				
Chief of Police	1		\$ 95,000	\$ 142,500
Deputy Chief of Police	1		\$ 74,700	\$ 112,100
Lieutenant	3		\$ 61,700	\$ 92,600
Sergeant	9		\$ 48,400	\$ 72,600
Police Officer	37		\$ 39,000	\$ 58,500
Crime Analyst (non-sworn)	1		\$ 39,000	\$ 58,500
Executive Assistant (non-sworn)	1		\$ 39,000	\$ 58,600
Crime Scene Technician (non-sworn)	1		\$ 34,700	\$ 52,000
Terminal Agency Coordinator (non-sworn)	1		\$ 34,000	\$ 51,000
Property & Evidence Technician (non-sworn)	1		\$ 30,682	\$ 46,000
Police Service Representative (non-sworn)	4		\$ 29,500	\$ 44,250
Prisoner Transport Officer (non-sworn)	1		\$ 27,200	\$ 40,800
Municipal Court				
Court Administrator	1		\$ 48,666	\$ 73,000
Deputy Municipal Court Clerk	3		\$ 32,000	\$ 48,000
Public Works Public Works Director	1		\$ 90,000	\$ 135,000



TITLE: Crime Analyst  
 DEPARTMENT: Public Safety  
 FLSA STATUS: Non-Exempt

#### JOB SUMMARY:

This civilian position is responsible for collecting and analyzing crime data and preparing statistical and crime reports. Duties include, but are not limited to, gathering, categorizing, and analyzing narrative and statistical data pertaining to past and current criminal activity; performing statistical and analytical research; correlation analysis; compiling reports, charts, graphs, and maps; and, preparing and disseminating reports and recommendations to sworn personnel pertaining to existing and anticipated criminal activity in order to increase the effectiveness of patrol deployment, crime prevention, and the apprehension of suspects. Duties are performed under the general supervision of a Sergeant.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs statistical and analytical research involving the use of various computer statistical programs for quantitative analysis of crime statistics. Provides statistical reports as directed from the Police Chief's office as requested for the City Manager, City Council, City departments, law enforcement agencies, community groups, and the public.
- Gathers and analyzes crime data for crime pattern detection, suspect-crime correlations, target-suspect profiles, and crime forecasting. Establishes methods to gather data from a large variety of sources and systems. Analyzes the accuracy and reliability of crime data collection and analysis sources and develops more effective methods and sources.
- Conducts quantitative analysis to forecast future crime occurrences by crime type and target location, which will be used to effectively direct the law enforcement efforts in all communities.
- Designs and implements reports for tactical, strategic, and administrative analysis. Creates and maintains special intelligence databases for the police department as needed.
- Prepares basic thematic maps from GIS database such as pin maps of crime, police routes, and others as needed.
- Makes presentations to police personnel, members of the community, and outside agencies as needed.
- Coordinates with outside law enforcement agencies the exchange of data to identify cross-jurisdictional crimes.
- Submits updated crime information to the command staff on serious crime and crime patterns in a timely manner.
- Works with City IT staff in resolving network database connections and downloads into workstation programs. Recommends technology upgrades as needed.
- Will be required to perform other duties as requested, directed or assigned
- Regular attendance and punctuality are essential requirements of the job



ASSOCIATED DUTIES:

- Attend investigative division meetings and patrol division roll-call briefings as needed to facilitate the flow of information
- Attends seminars and workshops related to the Crime Analyst's duties and responsibilities

MINIMUM QUALIFICATIONS:

Education and/or Experience

- a) Bachelor's Degree in criminal justice, public or business administration, behavioral science, mathematics, or related field from an accredited college or university
- b) Five (5) years of law enforcement experience or two (2) years of increasingly responsible crime analysis and research experience
- c) An equivalent combination of education and experience may be acceptable

Necessary Knowledge, Skills, and Abilities

- a) Knowledge of relational databases and GIS products
- b) Knowledge of criminology theory and practice
- c) Knowledge of advanced methods and techniques of statistical analysis
- d) Knowledge of standard policies, procedures, programs and services in an office setting
- e) Knowledge of state laws, practices and procedures relating to municipal police departments
- f) Knowledge of business English and math
- g) Knowledge of modern office practices, equipment, methods and procedures
- h) Knowledge of personal computers and computer software applications
- i) Skill in establishing and maintaining effective working relationships with elected officials, co-workers, City employees, the general public, business and community leaders
- j) Skill in managing competing priorities on multiple projects
- k) Skill in operation of standard office equipment, including computers, copiers, scanners, fax machines and telephones
- l) Ability to successfully master analytical software and Record Management systems
- m) Ability to research and analyze detailed information, records and statistical data
- n) Ability to create analytical summary reports, "hot spot" maps, matrices, spreadsheets and investigative intelligence bulletins
- o) Ability to attend meetings and perform liaison activities with other national/regional crime analysis groups and maintain working relationships with other local jurisdictions' crime analysts
- p) Ability to understand and carry out complex verbal and written instructions
- q) Ability to deal tactfully and courteously with employees and the general public
- r) Ability to communicate clearly and effectively, verbally and in writing
- s) Ability to comprehend, interpret and explain adopted codes, ordinances and policies that relate to City operations and programs



- t) Ability to prepare clear, concise and accurate documents and perform detailed work with a high degree of accuracy
- u) Ability to manage stressful situations

#### SPECIAL REQUIREMENTS:

- Must be able to manage multiple items at the same time; prioritize tasks; and meet recurring and period time constraints; must be able to maintain confidentiality.
- Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee sits in an office.