City of Salisbury
Information Systems Department
Crime Intelligence and Data Analyst

Salary: $44,447.00 per year   **Grant Position**   **Full Time – w/Benefits (35 hrs. per week)**

Situated between the Chesapeake Bay and Atlantic Ocean is the capital of the Eastern Shore, Salisbury, Maryland. With a population of approximately 32,000, Salisbury has become home to a very diverse community of people. Whether it is for the vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, or globally known corporations people are coming from all over to be a part of this ever changing town. You may be interested in this posting.

Duties: Position will be responsible for developing tools to incorporate machine and deep learning techniques for the Salisbury Police Department into our data analytics capabilities. Position will be co-located within the Information Services Department to allow for access to and support of other technical professionals i.e. GIS, Crime Analyst, IT. Position will leverage the City's current technological capabilities to enhance our capability to acquire data, analyze that data and perform predictive modeling. While developing the above capabilities, this position will help to identify any technological gaps that exist that prohibit or downgrade the capability of the City to stand up a functioning machine learning environment. Once identified this position will then work with resources from the police department and other technical professionals to eliminate those gaps. This position will perform other duties as required. For a full description of duties and responsibilities please see the job description.

Requirements: Bachelor's Degree in Geography, Computer Science, Environmental
Sciences or other related field is preferred. One-year experience of GIS development, programming or computer science. Applicant should be proficient with the following software: SQLServer, ESRI, Microsoft. Additionally, applicants should be proficient or familiar with the following programming languages: SQL, Python, C++, TensorFlow, Hadoop and Java Script. Equivalent training, education and experience will be considered. Position requires drug screening, background screening and a valid driver's license.

Closing Date: Open until Closed

APPLY: Submit City application and resume or cv to:
Human Resources Dept.
125 N. Division St.
Salisbury, MD 21801
410-548-1065
Fax: 410-548-3748
Web site: www.salisbury.md
E-mail: jobs@salisbury.md

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Classification Title: Crime Intelligence Data Analyst   **Pay Grade:**
Department of Police Services   **FLSA Status: NE**
Date: 06/08/2018

General Statement of Job

Under the general supervision of the assigned supervisor, gathers and analyzes available information to identify threats, and develop strategies to mitigate and/or eliminate the threats; performs other duties as assigned.

Specific Duties and Responsibilities

Essential Functions:

The classification for this position is Crime Intelligence Data Analyst. The person in this position will become familiar with, this department's policy on case quality control, and the Salisbury Police and Information Services Departments daily operations. The data analyst position will utilize the City of Salisbury's inherent technology, primarily its geographic information system (GIS) platform, in an effort to maximize its potential for impacting the City's law enforcement effort.

Our officers cannot be everywhere at once; however, in today's society technology is invariably present. The ability to leverage this technological presence is a force multiplier beyond our current capabilities. This position will leverage this technological presence to allow our agency to identify emerging criminal activity in our area and allow us to work with our regional partners to stop it before it can solidify itself within our area. Additionally, the data collected from these efforts would be subjected to multiple analysis techniques in an effort to identify trends, patterns and produce predictive modeling outputs.

This position will then visualize and publish the results of that analysis to either, secure web-based viewers or mobile applications. These sources would be used by our regional law enforcement community, officers in the field and when appropriate, published out to publically accessible viewers. The impact of these efforts will be of enormous benefit to our local and regional law enforcement community and to the public as a whole.

1. The Intelligence Analyst will develop tools to incorporate machine and deep learning techniques for the extraction and monitoring of local, state and federal law enforcement data streams.

2. The Intelligence Analyst will create tools for the identification and tracking of suspicious activity and individuals via cell phone, social media other technology related platforms.

3. The Intelligence Analyst will create and utilize machine learning algorithms and automated processes to query, analyze and visualize the many disparate data sources, the analyst will create conditions that allow our officers to have an elevated impact on criminal activities in a resource challenged environment.

4. The Intelligence Analyst will create and utilize crowdsourcing applications that will allow for proactive public input to address criminal activity for law enforcement agencies in this region and to inform media sources as it relates to public safety.

5. The Intelligence Analyst must be trustworthy and dependable, particularly due to the sensitive information encountered.

6. The Intelligence Analyst maintains an up-to-date habitual and serious offender data base program and distribute the information on a monthly basis to appropriate personnel.

7. Operate Miles, NCIC, CJIS, and other nationwide law enforcement searchable databases. The Intelligence Analyst will make necessary entries into the relevant databases.

8. Organize and maintain manual and automated information sources, files for storage and retrieval of data.

9. Maintain cross referencing systems, such as tattoo, alias and gang database, making entries when needed and update intelligence database and gang database to ensure the accuracy and security of sensitive intelligence information.

10. Produce wanted and known offender bulletins for distribution to local, regional and federal law enforcement entities as directed.

11. Research and develop criminal profiles that include crimes and criminal relationships to aid in making a connection between members of a particular organization as directed.

12. Receive process, coordinate and prioritize requests for research assistance and determine what type of assistance is needed to initiate the collection of intelligence information and ensure information is available in a timely manner.

13. Other duties as required

Required Education and Experience

1. Bachelor's Degree in Geography, Computer Science, Environmental Sciences or other related field;
2. One year of GIS, Programming or Computer Science experience;
3. Or equivalent training, education, and/or experience; and
4. Valid State of Maryland Driver's License.

Required Knowledge, Skills and Abilities

1. Working knowledge of City of Salisbury's policies and procedures
2. Working knowledge of the City of Salisbury's Police Department policies and procedures
3. Ability to pass a complete background check
4. Act as a representative of City of Salisbury to the public
5. Proficient with SQL Server Management Studio
6. Proficient with ESRI software suite
7. Proficient with Microsoft Office Suite
8. Proficient with SQL, Python, C++, or other programming languages
9. Proficient with HTML, XML, Java Script, or other Web Based Languages
10. Excellent research techniques and statistical analysis capabilities
11. Strong investigative skills
12. Effectively and accurately make reasonable and logical judgments
13. Effectively prioritize workload
14. Attention to detail
15. Effectively communicate with other staff members and maintain effective working relationships with other professionals

Certificates, Licenses, Registrations, Skills:

Valid Driver's License

Physical Requirements:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of paper, books or other materials (up to 20 pounds) may be required.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.