

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.40
(ID # 24756)

MEETING DATE:
Tuesday, April 30, 2024

FROM : HUMAN RESOURCES AND Sheriff's :

SUBJECT: HUMAN RESOURCES - SHERIFF: Classification & Compensation recommendation to create a Crime and Intelligence Analyst I job classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9418 submitted herewith, All Districts. [Total Cost \$0, with an ongoing cost of \$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the Crime and Intelligence Analyst I job classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9418.

ACTION:Policy

Sarah Franco

Sarah Franco, Assistant County Executive Officer

4/11/2024

Amanda Bennett

Amanda Bennett

4/17/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Gutierrez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: April 30, 2024
xc: H.R., Sheriff

Kimberly A. Rector
Clerk of the Board
By: *Naomy Li*
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:
COST	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: Department Budgets			Budget Adjustment: No	
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The mission of the Riverside County Sheriff's Department is to serve the public by suppressing and preventing crime through the reduction of criminal recidivism. The Department employs over 3,700 dedicated men and women who provide core services through the County in the areas of first response, police services, search and rescue, emergency response, mutual aid coordination, enforcement of criminal law, correction, court services, joint task forces, and coroner.

The Classification and Compensation (C&C) Division received a request from the Sheriff's Department to create an entry-level, Crime and Intelligence Analyst I job classification. Currently, the Crime Analyst series is composed of a journey, lead, and supervisory level. The titles of these classifications will be amended to include "Crime and Intelligence," while the Crime Analyst will be amended to become the "Crime and Intelligence Analyst II."

Adding an entry-level job classification to the series will allow the department to further train and develop staff. As such, the Crime and Intelligence Analyst I classification is being requested to perform entry level-work involved with assisting law enforcement staff in the analysis of suspected or documented criminal activity, as well as collecting, compiling, preparing, and evaluating statistical data. The recommended salary range of the proposed Crime and Intelligence Analyst I job classification is to be set 5.5% below the minimum and maximum salary of the Crime and Intelligence Analyst II, which allows for proper salary growth between levels.

Classification Creation:

Crime and Intelligence Analyst I: It is recommended to establish this classification with the salary plan/grade of ESEU 325 (\$67,119 - \$91,932). The new classification specification is attached (**Attachment 2**).

Additional Fiscal Information:

The Sheriff's Department has allocated funding in their budget for FY 2023/2024 to utilize the new classification. Furthermore, the department will submit a request to add the position(s) to their budget through the Classification Transaction Request (CTR) process. The creation of this classification will have no immediate costs for the department. However, the cost to fund one Crime and Intelligence Analyst I is approximately \$133,301, including benefits.

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The Sheriff's Department has approved the recommended classification creation. A budget adjustment is not required.

Impact on Residents and Businesses

The addition of a new Crime and Intelligence Analyst I classification will provide a career growth structure to better equip staff performing critical services for the County of Riverside. Approval of this recommendation will have no direct impact to residents or businesses.

Attachments:

1. Resolution No. 440-9418
2. Crime and Intelligence Analyst I Job Specification



Alonzo Barrera, Principal Management Analyst 4/22/2024

RESOLUTION NO. 440-9418

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on April 30, 2024, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative at the beginning of the pay period following the date of approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
77458	+	Crime and Intelligence Analyst I	ESEU 325

ROLL CALL:

Ayes: Jeffries, Washington, Spiegel, Perez, and Gutierrez

Nays: None

Absent: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KIMBERLY A. RECTOR, Clerk of said Board

By: Naomy Li
Deputy

/kc
04/11/2024
440 Resolutions\KC



CRIME AND INTELLIGENCE ANALYST I

Class Code:
77458

Bargaining Unit: SEIU - Professional

COUNTY OF RIVERSIDE
Established Date: May 2, 2024
Revision Date: May 2, 2024

SALARY RANGE

\$32.27 - \$44.20 Hourly
\$5,593.25 - \$7,660.98 Monthly
\$67,118.98 - \$91,931.70 Annually

CLASS CONCEPT:

Under close supervision, performs entry level work involved with assisting law enforcement staff in the analysis of suspected or documented criminal activity; collects, compiles, prepares, and evaluates statistical data; and performs other related duties as required.

The Crime Analyst I is the entry level classification in the Crime Analyst series and reports to an appropriate supervisory or manager level position. Positions in this classification are assigned to the Sheriff's Department and the Office of the District Attorney. In a training capacity, incumbents are responsible for analyzing crime data from crime reports and other sources of information and disclosing patterns, trends, and evidence of criminal activity using various illustrative and statistical methods. The Crime Analyst I is distinguished from the Crime Analyst II by the latter's responsibility to perform the more complex research and analytical studies involving operations and programs.

The Crime Analyst I is a natural progression underfill for the classification of Crime Analyst II. Incumbents are eligible to promote to Crime Analyst II upon successful completion of their probationary period, which would include a satisfactory performance evaluation and any additional qualification requirements. Failure to meet the requirements to promote at the end of the probationary period will result in incumbents being returned to their former County classification or new hires being probationary released.

REPRESENTATION UNIT:

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- In a training capacity, research and analyze criminal intelligence information collected by Sheriff's Department personnel.
- Integrate information from many sources using various illustrative methods including charts, diagrams, and maps; prepare a variety of reports, graphs, charts, and maps related to criminal activities and organized criminal groups.
- Research crime reports and related evidence through analysis procedures to disclose patterns, trends, or evidence of criminal activity; prepare Visual Investigative Analysis (VIA) charts for crimes including, but not limited to, homicides, robberies, and arson investigations.
- Complete link analysis charts to illustrate the relationship of events and persons suspected of organized criminal activity and other conspiracies.
- Develop charts resulting from telephone toll analysis showing contacts between persons suspected of bookmaking, drug trafficking and other illegal activities.
- Determine the type of analysis to be utilized based on the information received; consult with departmental personnel to obtain additional information as needed.
- Present analytical findings to departmental personnel; testify in court.
- Participate in meetings with departmental personnel and other law enforcement agencies to exchange and develop intelligence information.
- Visit crime scenes.
- Collect, compile, and prepare data for a variety of statistical reports and publications; prepare correspondence as needed.

RECRUITING GUIDELINES:

Education: Associates degree from an accredited college or university, or foreign studies equivalency in crime analysis, criminal justice, statistics, business administration, public administration, or other closely related field.

Experience: 6 months of work experience in a Crime Analysis Unit, Crime Prevention Unit, or Law Enforcement Unit, in the collection, analysis, and presentation of complex crime data.

Certificate: Possession of a Certified Crime and Intelligence Analyst (CCIA) certificate issued by an accredited college or university.

Knowledge of: Principles, practices, and techniques of criminal intelligence analysis; types of crimes and modus operandi used; sources of intelligence information; techniques of evaluating information obtained from a variety of sources; the methods of collecting statistical data; effective methods to present statistical information to a variety of users.

Ability to: Evaluate and organize a variety of intelligence information; recognize patterns or trends of criminal activity; interpret the significance of various types of criminal analysis; prepare clear, concise, illustrative, and written reports; present conclusions to others in a clear and understandable manner; make independent judgements and function with a minimum of supervision; use discretion in distributing and disclosing sensitive information; establish and maintain effective working relationships with those contacted in the course of work.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License may be required.

Possession of a Certified Crime and Intelligence Analyst (CCIA) Certificate issued by an accredited college or university.

Bachelor's degree highly desired.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.