



**Intelligence Analyst-Unclassified  
(Open)  
\$ 39.24- \$49.04/Hour**



**FINAL DATE FOR FILING: March 13, 2020** at 4:00pm

**THE POSITION**

The Northern California High Intensity Drug Trafficking Area (NC HIDTA) and the Northern California Regional Intelligence Center (NCRIC) is seeking applicants for the position of Intelligence Analyst. This position is located at the Federal Building at 450 Golden Gate Avenue, San Francisco, CA. The hours of service are Monday through Friday, 7:00a.m. – 6:00 p.m. Personnel assigned to the position may work 4 days a week with 10-hour workdays. Personnel may be assigned to work at off-site locations within the NC HIDTA/NCRIC area of responsibility.

The **ideal candidate** for this position will be a motivated professional who:

- Takes initiative on projects;
- Employs critical thinking;
- Works well independently and in a team setting and coordinates well with others;
- Has strong communication skills, orally and in writing;
- Feels comfortable in a law enforcement environment;
- Is knowledgeable in the methods and techniques used in researching, compiling, sorting, evaluating and analyzing intelligence, and crime information;
- Is knowledgeable in the development and processing of the intelligence cycle; and
- Has a strong computer background including proficiency in all Microsoft Office Suite software applications, Geographic Information Systems (GIS), mapping and statistical analysis and database applications.

It is highly desirable that applicants possess one (1) year of experience working in the crime analysis and/or intelligence fields and have completed or are willing to complete training in one of the programs listed below:

- California State University, Crime and Intelligence Analysis Certificate Program
- Federal Bureau of Investigations Center for Intelligence Training
- US Department of Homeland Security, Intelligence Training Academy, Intelligence Analyst Basic Course (IABC), or the Basic Intelligence and Threat Analysis Course (BITAC)
- Drug Enforcement Administration - Federal Law Enforcement Analyst Training (FLEAT)
- Drug Enforcement Administration - Basic Intelligence Research Specialist (BIRS) Training
- Federal Law Enforcement Training Center's (FLETC) Intelligence Analyst Training Program
- International Association of Law Enforcement Intelligence Analysts (IALEIA) – Foundations of Intelligence Analysis Training (FIAT)
- National Defense Intelligence College
- Central Intelligence Agency University
- Naval Postgraduate School & US DHS Center for Homeland Defense and Security
- Intelligence Community Officer Training Program
- Risk Management Training

**Examples of Duties:**

Intelligence Analysts are responsible for:

- Performing intelligence analysis;
- Producing threat assessments, vulnerability assessments, strategic reports, and tactical, operational and analytical products;
- Data entry;
- Researching and documenting incident reports;
- Conducting presentations to public safety, public health, private sector and homeland security partners;
- Producing link chart analysis, call record analysis, geospatial analysis products;



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- Providing case support relating to investigations of drug trafficking, major crimes, money laundering, gangs, violent crimes and serial crime events;
- Providing support during emergency events, planned special events, training events, and training exercises;
- Responding to cyber incidents, defending against cyber-attacks and producing relevant, timely and actionable cyber intelligence.

**QUALIFICATIONS**

**Licensure/Certification:** Possession of or acquisition of a valid certification in Crime and Intelligence Analysis within twelve (12) months of appointment or other training certification that demonstrates qualifications that meet or exceed competencies identified in the Common Competencies for State, Local, and Tribal Intelligence Analysts:

[https://www.ncirc.gov/documents/public/common\\_competencies\\_state\\_local\\_and\\_Tribal\\_intelligence\\_analysts.pdf](https://www.ncirc.gov/documents/public/common_competencies_state_local_and_Tribal_intelligence_analysts.pdf).

**Education and Experience:** Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

- Education equivalent to a Bachelor's Degree in Behavioral Science, Statistics, Mathematics, Quantitative Analysis, Information Management, Criminal Justice or a related field; and
- One (1) year of experience involving crime data collection, statistical research and analysis, and working with criminal intelligence automated systems design and implementation.

**Knowledge of:**

- Methods and techniques used in researching, compiling, sorting, evaluating and analyzing statistical, theoretical and factual criminal and offender information;
- Computer operations including proficiency in Windows, GIS mapping and other geographic information systems, word processing, spreadsheet, and statistical analysis and database applications;
- Distinction between crime patterns, series and trends;
- Cyber incident prevention and cyber incident support capabilities and fusion center responsibilities;
- Motives of crime and types of criminals; and
- Business English and statistical mathematics.

**Skill/Ability to:**

- Analyze a variety of criminal information received from various sources and formulate theories regarding criminal trends, patterns and perpetrators;
- Synthesize/hypothesize a large volume of criminal activity information;
- Collect and evaluate criminal intelligence information to develop criteria to measure the reliability of such information;
- Communicate effectively orally and in writing;
- Compose written reports demonstrating criminal trends and patterns that have developed;
- Read and interpret maps and other geographic information systems;
- Work with personal computers, perform data entry and basic programming;
- Provide tactful assistance to the public, law enforcement and private sector partners;
- Provide public speaking presentations;
- Ability and willingness to testify in court.

**Other Requirements:** Must successfully complete a thorough law enforcement background investigation/security clearance prior to appointment and obtain a National Security Clearance within the first eighteen (18) months of employment. The law enforcement background investigation and the National Security Clearance require successful completion of a polygraph examination.



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The eligible list created from this recruitment will be used to fill current and future at-will positions (unclassified, extra help or limited-term positions). Individuals hired as extra help or limited term are not guaranteed permanent status at the end of the assignment. Unclassified positions are not covered by Civil Service Rules.

**APPLICATION/EXAMINATION – Anyone may apply.**

**Application materials must include the following:**

- NC HIDTA/NCRIC Employment Application
- Cover Letter
- Resume
- Responses to the Supplemental Questions

Application materials must be received no later than 4:00 PM on Friday, March 13, 2020 to:

NCHIDTA/NCRIC  
Attn: Nanci Garcia  
**RE INTELLIGENCE ANALYST**  
P.O. Box 36102  
San Francisco CA 94102  
Fax to (415) 436-7484  
E-mail: [ngarcia@ncric.ca.gov](mailto:ngarcia@ncric.ca.gov)  
**Subject Line: Intelligence Analyst Applicant**

NC HIDTA/NCRIC Employment Applications may be found on the [www.ncric.org](http://www.ncric.org) or [www.nchidta.org](http://www.nchidta.org) or at the link: [NCHIDTA/NCRIC Employment Application](#)

**SUPPLEMENTAL QUESTIONS: Intelligence Analyst**

**IMPORTANT:** Applicants for this position are required to submit responses to the supplemental questions below. Your responses will provide detailed information about your background and experience related to this position. **This information will weigh heavily in the application screening by the subject matter experts and will also be used in the selection process.** Answer the questions completely, paying attention to the multi-parts of the questions. While being thorough and detailed, also be concise. Your strategic use of language as well as neatness, clarity of expression, attention to detail, proper use of grammar and the ability to follow instructions will be considered in the evaluation process. **A resume will not be accepted as a substitute for your responses to the Supplemental Questions.**

1. Please indicate which of the following certificates you possess or trainings you have completed.

- Crime and Intelligence Analysis Certificate Program
- Federal Bureau of Investigations Center for Intelligence Training
- US Department of Homeland Security, Intelligence Training Academy, Intelligence Analyst Basic Course (IABC)
- Drug Enforcement Administration - Federal Law Enforcement Analyst Training (FLEAT)
- Drug Enforcement Administration - Basic Intelligence Research Specialist (BIRS) Training
- Federal Law Enforcement Training Center's (FLETC) Intelligence Analyst Training Program
- International Association of Law Enforcement Intelligence Analysts (IALEIA) - Foundations of Intelligence Analysis Training (FIAT)
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- None of the above
  - Other (please list)
2. Please list any classes/training you have had which are relevant to the position(s) you are applying for, if they are different from the certifications listed above. For each class/training attended, specify: A) Length of course subject, B) School or Institution, C) Date Completed. (Please indicate NA if this does not apply to you.)
  3. Describe your specific work experience which has prepared you for the position of Intelligence Analyst.
  4. Describe a project assigned to you that involved any of the following: (1) the parameters were not clearly defined; (2) the resources to accomplish the project were not fully explained to you and/or (3) the deadline and final product appearance were not established. Describe the specific situation and how you handled it. What was the outcome?
  5. Summarize your public speaking experience and describe how you plan, organize, and execute a successful oral, visual and written presentation.
  6. Summarize your experience collecting and analyzing raw data from a variety of sources and automated systems. Describe how you converted the data into an analytical report or useful product. Describe the type and name of analytical software used. In addition, please describe how the final report was received by the target audience.

**EXAMINATION PROCESS**

The examination process will consist of the steps detailed in order below. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. All examinations will be given in San Francisco, California, and applicants must participate at their own expense.

1. **Initial review of application materials.** At this step, applicants submitting incomplete application and responses to supplemental questions, lacking relevant qualifications and/or not following instructions will be disqualified. Application submissions that do not follow instructions will be rejected. Applicants who pass the initial review will be further evaluated for relevant training and experience.
2. **A screening (weight: pass/fail) of your relevant training and experience** based on relevant work history and background as listed on your application and the responses to the supplemental questions. At this step, subject matter experts will select those applicants whose education and experience most closely match the current needs of the organization. Because of this process, not all applicants are guaranteed advancement through the exam process. This step will confirm that your responses to the supplemental questions match your work history. Applicants who pass this screening will be invited to a written exercise.
3. **A written exercise (weight: pass/fail)** will include an in-person written exercise to demonstrate the applicant's ability to follow instructions, comprehend written product, and develop and create a written product. Applicants will be expected to participate in the written examination portion of the process to be held in San Francisco, California at their own expense and adhere to the dates and time assigned to them.
4. **Panel Interview (weight: 100%)** Applicants who pass the written exercise will be invited to a panel interview. Applicants who pass the panel interview will be placed on an eligible list and ranked based on their interview scores. Selections will be made from the top seven candidates on the list. Applicants will be expected to participate in the interview portion of the process to be held in San Francisco, California at their own expense and adhere to the date and time assigned to them.



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**RECRUITMENT SCHEDULE**

Below is a tentative recruitment schedule for this position. Please take note of these dates and block your calendar for the written exercise and panel interview. Requests for rescheduling may not be possible. If you have not been notified of the status of your application by March 27, 2020, please contact our office immediately at (415) 436-8121.

**Recruitment Opens:** February 14, 2020

**Recruitment Closes:** March 13, 2020

**Application Screening:** Week of March 16, 2020

**Written Exercise and Panel Interviews:** Week of March 30, 2020

The above dates are subject to change.

At the County of San Mateo, we welcome and celebrate the diversity of our employees, and strive to create a workplace where employees feel valued every day. County of San Mateo is proud to be an Equal Opportunity Employer.