



**Lead Intelligence Analyst-
Unclassified (Open)
\$ 43.15- \$53.94/Hour**



FINAL DATE FOR FILING: March 20, 2020 at 4:00 PM

THE POSITION

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

Under general supervision, the Lead Intelligence Analyst will provide lead direction in assigning, directing and reviewing the work of a group of Intelligence Analysts; assist in developing and implementing program and administrative goals and ensure compliance with program policies and procedures; and perform a variety of professional Intelligence Analyst duties including performing intelligence analysis; producing threat assessments and vulnerability assessments, strategic reports, and tactical, operational and analytical products; data entry; researching and documenting incident reports; conducting presentations to law enforcement partners; producing link chart products; providing case support relating to investigations of drug trafficking, major crimes, money laundering, gangs, violent crimes and serial crime events; and providing support during emergency events, planned special events, training events, and training exercises.

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

- Possesses basic supervisory principles and practices, basic principles and practices of employee training and development and the dynamics of goal setting and goal achievement.
- Takes initiative on projects, provides leadership and promotes teamwork.
- Coordinates individual and group efforts and is also capable of working well with the public, including the capability to make comprehensive oral presentation.
- Uses an analytical thought process and has the ability to analyze a variety of criminal information received from various sources and formulate theories regarding criminal trends, patterns and perpetrators, and evaluate criminal intelligence information to develop criteria to measure the reliability of such information.
- Works independently and in a team setting, and often without direct supervision.
- Has the ability to prepare complex and detailed written reports and can communicate effectively both orally and in writing.
- Is knowledgeable in the methods and techniques used in researching, collecting, compiling, sorting, evaluating and analyzing intelligence, and crime information.
- Is knowledgeable in the development and processing of the intelligence cycle.
- Has a strong computer background including a proficiency in all of Microsoft Office Suite software applications, Geographic Information Systems (GIS) mapping and statistical analysis and database applications.

It is highly desirable that applicants possess three (3) years of experience working in the crime analysis and/or intelligence fields and have completed at least 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



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- Central Intelligence Agency University
- Naval Postgraduate School & US DHS Center for Homeland Defense and Security
- Intelligence Community Officer Training Program
- Risk Management Training

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.

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
- Three (3) years of experience involving crime data collection, statistical research and analysis, and working with criminal intelligence automated systems design and implementation.

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.

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 20, 2020 to:

NCHIDTA/NCRIC

Attn: Nanci Garcia

RE: LEAD INTELLIGENCE ANALYST

P.O. Box 36102

San Francisco CA 94102

Fax to (415) 436-7484

E-mail: ngarcia@ncric.ca.gov

Subject Line: Lead Intelligence Analyst Applicant

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



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SUPPLEMENTAL QUESTIONS: Lead 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) or 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
 - None of the above
 - Other (please list)
2. Summarize your experience as a supervisor or lead position and provide examples of your knowledge of basic supervisory principles and practices. Include an articulation of your abilities to plan, assign, direct, and review the work product of others.
3. Summarize your public speaking experience and describe how you plan, organize, and execute a successful oral, visual and written presentation.
4. 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.
5. 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?
6. Describe your formal experience in providing training. Include your job title(s), when the training was presented, the type and number of staff you trained and the different methods/techniques you used. Describe whether your training was successful and how you measured that success.



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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 in person to be held in San Francisco, California. Travel to the interview will be at the applicant's expense.

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 April 3, 2020, please contact our office immediately at (415) 436-8121.

Recruitment Opens: February 14, 2020

Recruitment Closes: March 20, 2020

Application Screening: Week of March 23, 2020

Written Exercise and Panel Interviews: Week of April 6, 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.