

Job Posting: Crime Analyst I

Department of Justice

JC-391977 - Crime Analyst I
CRIME ANALYST I

\$3,717.00 - \$5,474.00 per Month

Final Filing Date: 9/29/2023

Job Description and Duties

The Crime Analyst I (CA I) collects and analyzes criminal intelligence information derived from suspicious activity reports pertaining to terrorism, organized crime, public health and safety issues, and critical infrastructure. As assigned by the NC HIDTA or NCRIC Lead Intelligence Analyst, the CA I receives, analyzes, responds to and coordinates intelligence received in the form of suspicious activity reports (SARs) for the prevention of crime and safety and security of the public and critical infrastructure. SARs are then collated and disseminated as intelligence work products to client law enforcement, public safety, public health, and private sector partner agencies. The CA I writes reports and assessments, assists in developing presentations and briefings, prepares analytical charts, and works with case agents from local, state, and federal law enforcement client agencies. The incumbent may participate in the preparation of daily, weekly, monthly, and/or annual intelligence summary reports and development of statistical reports.

DOJ has adopted telework for employees who can effectively perform their essential work functions remotely. This position currently allows for a combination of telework and in office attendance. All telework schedules are based on current conditions and may be re-evaluated as conditions change.

Please let us know how you heard about our position by taking this brief survey:

<https://www.surveymonkey.com/r/P7X675V>

You will find additional information about the job in the [Duty Statement](#).

Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- [CRIME ANALYST I](#)

Additional Documents

- [Job Application Package Checklist](#)
- [Duty Statement](#)

Position Details

Job Code #: JC-391977
Position #(s): 420-699-0109-002
Working Title: **Crime Analyst I**
Classification: CRIME ANALYST I
\$3,717.00 - \$4,557.00 A
\$4,423.00 - \$5,474.00 B

of Positions: 1
Work Location: San Francisco County
Job Type: Permanent, Full Time
Work Shift: Monday - Friday

Department Information

- This position is located in the Division of Law Enforcement, Bureau of Investigation, Northern CA Regional Intelligence Center (NCRIC), San Francisco Office.
- Please disregard the SROA/Surplus language below, as the Department of Justice requires applicants to submit their SROA/Surplus letter if that is the basis of their eligibility.
- For more information about the Department please visit the www.oag.ca.gov.



Special Requirements

- The position(s) require(s) a Background Investigation be cleared prior to being hired.

Please **do not** include additional documents other than those listed in the "Required Application Package Documents" section.

Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

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Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, have list eligibility, are in the process of obtaining list eligibility, or have SROA and/or Surplus eligibility (please attach your letter, if available). SROA and Surplus candidates are given priority; therefore, individuals with other eligibility may be considered in the event no SROA or Surplus candidates apply.

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at www.CalCareers.ca.gov. When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Department of Justice
Attn: Ronika Vikash
Department of Justice/DLE-OC-Personnel Services
1300 I Street, Suite 1140
Sacramento, CA 95814

Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Department of Justice
Attn: Ronika Vikash
Department of Justice/DLE-OC-Personnel Services
1300 I Street, Suite 1140
Sacramento, CA 95814
08:00 AM - 05:00 PM

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at www.CalCareers.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is optional. It may be included, but is not required.

- Statement of Qualifications - The Statement of Qualifications (SOQ) is a narrative discussion of how your education, training, experience, and skills meet the minimum and desirable qualifications and qualify you for the position. This also serves as a documentation of your ability to present information clearly and concisely in writing, and should be typed and no more than one page. A resume or cover letter will not take the place of the SOQ.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

Strong communication skills; knowledge of Microsoft Excel, Word and Outlook; excellent organizational skills; exceptional attention to detail; ability to work under pressure and perform multiple tasks with accuracy, precision and neatness; ability to maintain professional and courteous working relationships with all levels of staff; ability to foster positive working relationships with internal/external customers and/or contacts; act independently as well as in a team environment; receive and follow directions from supervisor; strong work ethic; and good attendance.

Benefits

Benefit information can be found on the [CalHR](#) website and the [CalPERS](#) website.

Contact Information

The Hiring Unit Contact is available to answer questions regarding the position or application process.

Hiring Unit Contact:

Ronika Vikash
(916) 210-6350 ext:
ronika.vikash@doj.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:

EEO Officer
(916) 210-7580
EERROffice@doj.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

Additional Information on Application Filing

Please note, if using the United States Postal Service for delivery, there is no guarantee that your application will be date stamped and will arrive by the final filing date. If your application does not have a postmark or date stamp and arrives after the final filing date, your application will not be accepted. Therefore, to ensure timely delivery of your application, it is recommended that you use either electronic delivery, parcel service, or certified mail. Using one of these options will provide proof of delivery prior to the final filing date.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.