




Office of the City Manager

CONSENT CALENDAR

December 13, 2005

To: Honorable Mayor and
Members of the City Council

From:  I Kamlarz, City Manager

Submitted by: David W. Hodgkins, Director of Human Resources

Subject: Classification: Crime Analyst

RECOMMENDATION

Adopt a Resolution amending Resolution No. 61,840–N.S., Classification and Salary Resolution for Public Employees Union Local One, to add the classification and salary range of Crime Analyst to be effective January 1, 2006.

FISCAL IMPACTS OF RECOMMENDATION

The cost of salaries and benefits to establish and fill this class is \$58,284 for the remainder of FY 2006. The cost for FY 2007 is \$121,235. The Police Department will fund the new position from the General Fund, Budget Code 010-7305-420-11-01.

CURRENT SITUATION AND ITS EFFECTS

Police Officers gather crime statistics as time permits, but there is no non-sworn class within the Police Department to perform crime analysis to facilitate crime trend recognition and suspect identification. These tasks are now performed on an ad hoc basis by two retired Police Officers.

BACKGROUND

In past years, before the advent and widespread use of geographic information system (GIS) techniques, the Department assigned an Associate Management Analyst to perform some of the less technical crime analysis tasks. Recent efforts to civilianize tasks performed by sworn personnel in other areas such as budget oversight and crime scene supervision have proven successful and continuing these earlier efforts to civilianize certain tasks, Police Chief Hambleton has proposed to establish a new class of Crime Analyst to provide information about crime patterns and trends in the City and to help solve crimes and increase apprehension of suspects. Crime Analyst(s) will utilize the latest automated management information systems to pinpoint problem crime areas and apply GIS techniques using state of the art database programs in the preparation of internal and external technical staff reports related to criminal activities.

The Personnel Board discussed establishment of the Crime Analyst classification at its November meeting. On December 5, 2005, the Personnel Board, by a unanimous vote of those present, recommended establishment of the class of Crime Analyst, nonexempt from the FLSA,

in Representation Unit P1 – Professional, with a five-step salary range of \$5,383 - \$6,392 effective January 1, 2006.

RATIONALE FOR RECOMMENDATION

Establishing a Crime Analyst will help the Berkeley Police Department in its efforts to provide a safe and secure environment through effective law enforcement.

ALTERNATIVE ACTIONS CONSIDERED

Continue to have sworn staff perform this function.

CONTACT PERSON

David W. Hodgkins, Director of Human Resources, 981-6805

Robert S. Kraus, Senior Human Resources Analyst, 981-6820

Attachments:

- 1: Resolution
- 2: Personnel Board Item on Crime Analyst (11-7-05)
- 3: Class Specification – Crime Analyst

RESOLUTION NO. ##,###-N.S.

ADDING CRIME ANALYST CLASSIFICATION AND SALARY RANGE

WHEREAS, there is no classification assigned to provide information about crime patterns and trends to assist sworn officers in apprehending criminals or to provide citizens with up-to-date crime reports; and

WHEREAS, Public Employees Union, Local One has reviewed and responded positively to the Crime Analysis class proposal; and

WHEREAS, the Personnel Board discussed and recommended establishing the classification of Crime Analyst at the November 7, and December 5, 2005 meetings.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 61,840–N.S., Classification/Salary Resolution for Public Employees Local One, is amended to include the title of Crime Analyst in Representation Unit P1, Professional with salary ranges as shown on Exhibit A, effective January 1, 2006.

Exhibits

A: Salary Schedule

Salary Schedule

| Job Code | Unit | Class | FLSA | A | B | C | D | E | Effective Date |
|----------|------|---------------|------|-------|-------|-------|-------|-------|----------------|
| 2853 P1 | | Crime Analyst | N | 5,383 | 5,681 | 5,872 | 6,124 | 6,392 | 01/01/06 |
| | | | | 5,652 | 5,798 | 6,088 | 6,392 | 6,712 | 07/02/06 |
| | | | | 5,935 | 6,088 | 6,392 | 6,712 | 7,047 | 07/01/07 |



Human Resources Dept.

November 7, 2005

To: Members of the Personnel Board

From: David W. Hodgkins, Director of Human Resources

Subject: Recommendation To Establish a Crime Analyst Classification

Doug Hambleton, Police Chief, has proposed to establish a new class of Crime Analyst to be assigned responsibility for providing information about crime patterns and trends in the City and to assist in the deployment of resources to help solve crimes and increase apprehension of suspects. Incumbents in this class will report to a sworn command officer in the field support division and will utilize a variety of the latest data extraction and analysis tools to pinpoint problem crime areas. As a team member with sworn patrol and investigative officers, the Crime Analyst will apply geographic information systems (GIS) techniques in the preparation of internal and external technical staff reports related to criminal activities. The proposed class specification is attached for the Personnel Board's review.

We propose a salary of \$5,383-6,392 per month effective January 1, 2006 based on an external salary survey of like positions in nearby agencies and an internal salary comparison with the Associate Management Analyst. The proposed salary range is 16.3% above the Senior Crime Scene Technician maximum of \$5,346 and 17.8% below the Police Officer maximum of \$7,531.

Public Employees Union, Local One has reviewed the proposal and offered positive suggestions in their response.

Recommendation:

Therefore, the Personnel Board is requested to recommend the following:

1. Establish the class of Crime Analyst, nonexempt from the FLSA, with a five step salary range of \$5,383 (Step A) to \$6,392 (Step E) to be effective January 1, 2006, and
2. Designate this class in unit P1 - Professional.

Attachments (2)

cc: Eric Brenman, President PEU Local 1
Stephanie Fleming, Police Captain
Doug Hambleton, Chief of Police
Robert Kraus, Senior Human Resources Analyst
Kathy Rollins, Supervising Business Agent, PEU Local 1

City of Berkeley
Class No. 2853
January 2006

CRIME ANALYST

DEFINITION

Under general supervision, performs a wide variety of analyses to provide timely and pertinent information relative to crime patterns and trends to assist operational and administrative personnel in planning the deployment of resources for the prevention and suppression of criminal activities, aiding the investigative process, and increasing arrests and the clearance of cases; performs related work as assigned.

CLASS CHARACTERISTICS

This is a non-sworn class within the Police Department, performing crime analysis to facilitate crime trend recognition and suspect identification. Incumbents typically work with field operation units to best deploy crime-fighting resources and further community policing; collect data on crime statistics, prepare and disseminate timely crime pattern information to sworn personnel using geographic information systems (GIS) and data mining and analysis tools and techniques for crime analysis; prepare technical staff reports; and may participate as part of a team on projects related to the gathering and reporting of crime information and may supervise support staff in the preparation of crime data statistics. This class is distinguished from Police Officer, which has powers of arrest and is designated as a sworn peace officer under the laws of the State, and is distinguished from the Management Analyst series by the technical nature of the assignments.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, is similar or closely related to another duty statement.

1. Provides information in the form of detailed factual, analytical, and forecasting statistical and narrative reports that may include times, dates, location, and other information related to criminal activity to assist patrol and investigative officers in the identification of specific and immediate crime problems and the arrest of criminal suspects;
2. Researches, compiles, analyzes and prepares a variety of periodic and special reports regarding targeted crimes and high incidence areas and recommends the resource allocation on the basis of findings and research;
3. Writes grants, prepares feasibility studies, participates in special research projects, and drafts city council reports;

4. Prepares a variety of graphic presentations and technical summaries which may include maps, charts, photos, and graphs utilizing a variety of geographic information systems (GIS) and data gathering tools showing the location of crimes, and other information;
5. Researches and develops statistical information, searches and retrieves information, and crime data from internal and external databases, to identify and analyze crime patterns, verify data integrity and produces crime-trend reports;
6. Assist investigators and police officers in solving crime occurrences by converting raw data into valid criminal intelligence information which is conveyed through written reports, prepared briefings, and lineup attendance to police personnel;
7. Retrieves, compiles, and statistically analyzes data using a departmental computerized records management system, geographic information systems (GIS) and other pertinent data sources;
8. Develops data queries and produces reports, charts, maps, graphs and other statistical summaries to forecast future crime occurrences and provide investigative leads;
9. Establishes and maintains contacts with Federal, State and surrounding agencies in order to share information, trends and forecasting in support of community policing and crime prevention programs;
10. May supervise support staff in the compilation of statistical arrays and GIS maps of crime locations;
11. Works with GIS and software professionals in the Information Technology Department to improve records management systems, GIS accuracy and data quality.
12. Assists in the case clearance process;
13. Provides data to support departmental planning activities and analyzes operational data to support resource allocation, and budgeting; and
14. Performs related duties as assigned

QUALIFICATIONS

Note: The level and scope of the knowledges, skills and abilities listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. System Query Language (SQL) and other data retrieval methods;
2. Current crime analysis and data mining tools and techniques;
3. Applied research methods, descriptive and inferential statistics, problem-oriented policing, local government processes;

4. File maintenance and law enforcement procedures;
5. The penal code and other codes and regulations related to crime data dissemination; and
6. Software, which includes but is not limited to, word processing, spreadsheets, data retrieval, data analysis, statistical analysis, public presentations, crime mapping, internet access, web pages and geographic information systems.

Skill in and ability to:

1. Communicate effectively both orally and in writing; and to clearly communicate complex research methods and findings to diverse audiences;
2. Supervise administrative support staff;
3. Participate effectively in team efforts to improve and develop departmental program and services;
4. Exercise judgment and discretion in completing assigned tasks;
5. Determine customer needs and define the scope of projects;
6. Develop effective working relationships with police officers, citizens, support staff, other city staff and personnel in other agencies;
7. Listen effectively in order to gain an understanding of sworn personnel's knowledge and perceptions of problems;
8. Locate, read, and comprehend directly-related research;
9. Think creatively about public safety problems;
10. Protect the integrity of confidential information, and
11. Manage multiple projects over extended time periods.

OTHER REQUIREMENTS

Must successfully complete a Police Department background investigation and evaluation, including a criminal history investigation.

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid California driver's license and satisfactory driving record is required.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from an accredited four-year college or university with a major in criminal justice, public administration, urban affairs, statistics, or a related field and at least two (2) years of professional experience in crime analysis, systems operations in a law enforcement environment working with GIS. Experience with National Incident-Based Reporting System (NIBRS) protocols, and a State Department of Justice Crime Analysis Certificate are desirable.

File: Document1

Eric: Thanks for your prompt response. We will base the salary rate on the new higher max (2% equity included) effective January 1,2006.

-----Original Message-----

From: Brenman, Eric
Sent: Wednesday, November 02, 2005 12:05 PM
To: Kraus, Robert
Cc: 'krollins@peu1.org'
Subject: RE: Crime Analyst
Importance: High

Rob:

Prior to your 1pm deadline, I can provide you with at least this feedback:

1) Overall Local One is in support of the creation of this position--as part of an overall effort to "civilianize" certain appropriate positions in public safety;

2) As per the 535 MOU, the Associate Mgmt. Analyst classification (to which this position is tied) is due to receive an equity adjustment on 1/1/06 which will raise the Step E salary rate to \$ 6,392. As a result, this Local One position (which will not have an incumbent in it prior to this date) should also be adjusted to maintain relative salary parity.

I have circulated this spec to key Local One Members for their input and review and will provide you with any additional comments--perhaps they can be provided by way of a supplement to the Personnel Board.

Eric

-----Original Message-----

From: Kraus, Robert
Sent: Wednesday, November 02, 2005 8:44 AM
To: Brenman, Eric
Subject: RE: Crime Analyst

I can tweak the final version of the PB letter if you provide comments before 1pm today. << File: PB_Crime Analyst 11-7-05.doc >>

-----Original Message-----

From: Kraus, Robert
Sent: Monday, October 31, 2005 11:29 AM
To: Brenman, Eric
Subject: RE: Crime Analyst

yes

-----Original Message-----

From: Brenman, Eric
Sent: Monday, October 31, 2005 10:53 AM
To: Kraus, Robert
Cc: 'krollins@peu1.org'
Subject: RE: Crime Analyst

Thanks...we'll take a look at it.

I assume this would fall under the P-1 Unit, correct?

-----Original Message-----

From: Kraus, Robert
Sent: Thursday, October 27, 2005 3:12 PM
To: Brenman, Eric
Cc: Hodgkins, David; Fleming, Stephanie
Subject: Crime Analyst

Eric:

Attached is a rough draft of a new class spec for Crime Analyst. The Police Department is still reviewing the proposed language so I am unable to give you the final. A completed version will be provided to Local One after I hear back from the department early next week. I just want to give you a heads up that something like the attached will be coming your way soon.

The preliminary mini salary survey of like positions in nearby agencies falls at a maximum of \$5,390 but we may consider a slightly higher range based on Internal salary comparisons. Our intent is to take this item (or an item like this) to the Personnel Board meeting of 11/7/08. I will provide you with the final version when we have one.

In the meantime see attached. - Thanks.

<< File: Crime Analyst 11-1-05.xls >> << File: Crime Analyst.doc >>

*Robert S. Kraus
Senior HR Analyst
2180 Milvia Street
Berkeley, CA 94704*

510.981.6820 (work)

| Salary Survey 11/1/05 Agency | Class Title | Min | Max | Salary Range Effective Date | City-Pd Employee PERS(%) | City-Pd Employee PERS(\$) | Other Comp | Adjusted Max |
|------------------------------------|---------------------------------------|-------|-------|--------------------------------------|--------------------------------|---------------------------------|---------------|-----------------|
| Berkeley | Crime Analyst | 5,382 | 6,392 | 05/22/05 | 8.64% | 552 | 181 | 7,125 |
| Alameda Co | Crime Analyst | 4,410 | 6,115 | 09/14/03 | 0.00% | - | - | 6,115 |
| Concord | Police Crime Analyst | 3,863 | 4,695 | 07/01/04 | 8.64% | 406 | - | 5,101 |
| Contra Costa Co. | Sheriff's Crime Analyst | 4,580 | 5,567 | 10/01/04 | 2.63% | 146 | - | 5,713 |
| Fremont | Crime Analyst | 4,756 | 5,781 | 06/26/05 | 0.00% | - | - | 5,781 |
| Hayward | No Match | | | 07/10/04 | 7.49% | - | 84 | |
| Oakland | No Match | | | 07/02/05 | 5.25% | - | - | |
| Palo Alto | Crime Analyst | 4,622 | 5,677 | 05/01/05 | 7.49% | 425 | - | 6,102 |
| Pleasanton | Crime Analyst | 5,074 | 6,228 | 11/01/05 | 8.64% | 538 | - | 6,766 |
| Richmond | Crime Analyst | 4,871 | 5,885 | 07/01/03 | 7.49% | 441 | - | 6,326 |
| San Francisco | No Match | | | 06/30/05 | 0.00% | - | - | |
| San Jose | No Match | | | 07/01/05 | 0.00% | - | - | |
| San Leandro | No Match | | | 01/01/05 | 8.64% | - | - | |
| San Mateo Co. | Crime Analyst | 4,612 | 5,767 | 11/07/04 | 3.53% | 204 | - | 5,971 |
| Santa Clara Co | No Match | | | 06/20/05 | 7.49% | - | - | |
| Median | | | | | | | | 6,036 |
| Lead(+)/Lag(-) | | | | | | | | 15.28% |
| | Internal Salary Comparisons | | Max | % above(+) or below(-) | | | | |
| | Community Services Officer | | 4,611 | -27.86 | | | | |
| | Office Specialist Supervisor | | 5,011 | -21.61 | | | | |
| | Community Services Officer Supervisor | | 5,237 | -18.07 | | | | |
| | Sr. Crime Scene Tech | | 5,346 | -16.36 | | | | |
| | Public Safety Dispatcher II | | 5,499 | -13.97 | | | | |
| | Crime Analyst | | 6,392 | - | | | | |
| | Associate Mgt. Analyst | | 6,392 | - | | | | |
| | Crime Scene Supervisor | | 6,491 | 1.55 | | | | |
| | Police Officer | | 7,531 | 17.82 | | | | |