

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CRIMINAL INTELLIGENCE ANALYST SUPERVISOR

POSITION CODE: 10169

Effective: 2-1-15

DISTINGUISHING FEATURES OF WORK:

Under general direction, serves as working supervisor of a staff engaged in the analysis and interpretation of criminal intelligence in a pre-defined region or area of the state,; establishes operational controls, coordinates activities with other law enforcement intelligence analytical entities or agencies to promote inter-agency efforts and enhance intelligence gathering, reciprocity and dissemination; establishes unit strategies and goals, and assignments; develops training plans and career development for staff; implements and evaluates agency policies and procedures for criminal intelligence analysis unit; develops resource and budgetary requirements for review by next level of management. for resources and equipment; performs criminal intelligence analysis and interpretation casework and resolves complex issues to maintain proficiency and familiarity with work of subordinate staff.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as working supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; prepares and signs performance evaluations.
2. Establishes, implements and evaluates strategies and operational goals for the unit; provides intelligence and analytical services regarding tactical analytical support for federal, state, and local law enforcement agencies; establishes and maintains good working relationships with local, state, federal agencies and other intelligence information centers to enhance intelligence gathering and sharing strategies; coordinates inter- and intra-agency information sharing.
3. Implements procedures for documenting, processing and compiling criminal intelligence data; evaluates the accuracy of detailed analytical reports of criminal group and individual activity; ensures that the activities of the unit comply with federal and state statutes, chief among them the federal Criminal Intelligence System Operating Policies (Section 28 of the Code of Federal Regulations, Part 23).
4. Performs complex criminal intelligence analysis and interpretation of criminal cases which may be sensitive or controversial in nature, i.e., cases with multiple victims or multiple suspects, cases requiring a large number of analytical reports, charts or strategies, cases which have attracted or may attract media attention, cases requiring extensive coordination; engages in research projects and performs advanced search and analysis techniques to evaluate and/or validate techniques for employment in agency initiatives.
5. Researches and evaluates the costs and budget considerations of resources and equipment suitable for specialized tasks; recommends acquisitions that improve or further the goals and objectives of the unit, including computer software and hardware.

CRIMINAL INTELLIGENCE ANALYST SUPERVISOR (Continued)

6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college supplemented by a Master's Degree, preferably with coursework in philosophy, behavioral science and law enforcement or a related field.

Requires two years of professional criminal investigative/intelligence experience equivalent to that which is described in the State of Illinois Criminal Intelligence Analyst Specialist class specification,

Knowledges, Skills and Abilities

Requires thorough knowledge of the modern methods of criminal intelligence analysis and criminal investigation.

Requires thorough knowledge of State, Federal and local criminal laws and regulations as they relate to the Criminal Intelligence Analytical Unit.

Requires thorough knowledge of computers as utilized in criminal investigation analysis.

Requires thorough knowledge of the the rules of evidence in criminal law.

Requires extensive knowledge of analytical staff training and development techniques and procedures.

Requires extensive knowledge of the State's Criminal Intelligence Command System and its relationship between higher and lower levels of government.

Requires extensive knowledge of agency programs and service objectives, activities and operational systems.

Requires ability to perform specialized and sensitive criminal intelligence analysis.

Requires ability to establish and maintain satisfactory working relationships with co-workers, other law enforcement personnel, and legal personnel.

Requires ability to develop and manage a supportive agency program.

Requires ability to supervise subordinate staff and provide for their professional development.

Requires ability to develop, implement, and evaluate new or revised criminal intelligence analytical methods, procedures, and performance standards.

Requires ability to perform literature research and other professional research relative to criminal intelligence analysis.

Requires ability to exercise judgment and discretion in developing, implementing, and interpreting agency policies and procedures.

Requires ability to compile and prepare administrative reports and records.

Requires ability to communicate clearly, concisely, and logically, both orally and in writing.

Requires ability to analyze administrative problems and adopt an effective course of action.

Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies and services.

May require possession of an appropriate valid driver's license or the ability to travel.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.