

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

TERRORISM RESEARCH SPECIALIST SERIES

| <u>CLASS TITLE</u> | <u>POSITION CODE</u> |
|---------------------------------------|----------------------|
| TERRORISM RESEARCH SPECIALIST TRAINEE | 45375 |
| TERRORISM RESEARCH SPECIALIST I | 45371 |
| TERRORISM RESEARCH SPECIALIST II | 45372 |
| TERRORISM RESEARCH SPECIALIST III | 45373 |

Effective: 07/01/2006

INTRODUCTION:

The Terrorism Research Specialist series includes positions involved with the collection, analysis, evaluation, interpretation and dissemination of information on known and suspected terrorist groups, their activities and goals, area of operation and membership. Threat assessment information is gathered to identify methods and means to accomplish action against various targets of opportunity, including energy, financial, communications and transportation infrastructure, public and environmental health – public water, food and medicine supplies, and possible individual targets, such as public figures, corporate and government officials. Positions search information to identify vulnerabilities, and define various possible means to inflict harm through terrorist acts – including chemical and biological agents, explosive devices, kidnapping, and so forth. Criminal acts in support of terrorist activity (i.e., narcotics trafficking, money laundering, fraud, etc.) will also be monitored and analyzed. Positions allocated to this series will provide information to law enforcement on all types of criminal activity, with rapid response time, and with access to many specialized databases in the State Police Statewide Terrorism & Intelligence Center (STIC).

Work involves 24 hour, 7 days per week staffing of intelligence center operations, compiling, analyzing and disseminating tactical information on individuals and groups under investigation by any authorized law enforcement entity with a legitimate need for the information requested. In major events, interacts with the State of Illinois Response Center located at the Statewide Emergency Operations Center.

Employees must undergo a background investigation and must obtain a special and top-secret security clearance from the Federal government, and possess the educational development of a Bachelor's degree or higher.

This class series is somewhat similar to the work defined in the Criminal Intelligence Analyst series with regard to the development of intelligence information, and analysis, evaluation and interpretation of criminal activity. The Criminal Intelligence

Analyst series does not include positions that specialize in work activity associated with terrorism involving state and national security issues, and does not require Federal security clearance and handling of classified documents in the work performed.

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period of from six to twelve months, receives training and closely monitored, progressive work assignments in the performance of terrorism research activities. Assists other specialists in developing case information, and performing assignments of limited complexity and scope, while becoming familiar with the databases available for intelligence research. Compiles information and prepares reports of findings. Disseminates information on various individuals and groups under investigation by the Illinois State Police, or other Federal, state or local agency. Prepares a variety of reports and bulletins on assigned groups, methods, and targets as assigned.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives training in intelligence gathering techniques. Receives training in accessing and using sensitive and confidential database information, and in gathering background information from common sources such as Internet and published materials. Performs selected criminal intelligence casework and Internet searching techniques specific to information searches, initially under close supervision.
2. Learns regulatory requirements in place for safeguarding criminal intelligence information consistent with 28 CFR PART 23, and other provisions protecting sensitive, confidential and secret information.
3. Studies background information on assigned terrorist and criminal groups, their methods and targets, and prepares intelligence summaries.
4. Takes calls for information requests from law enforcement agencies, searches available intelligence information to prepare a response.
5. Receives training and develops proficiency in completing timelines, preparation of analytical charts and diagrams and maps to facilitate investigative efforts.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

TERRORISM RESEARCH SPECIALIST TRAINEE (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires completion of a Bachelor's degree with coursework in behavioral sciences, criminal justice, law enforcement, or a related field.

Knowledges, Skills and Abilities

Requires working knowledge of the Windows environment, and common applications software for word processing, charting, database and spreadsheet manipulation.

Requires elementary knowledge of law enforcement and criminal investigative procedures.

Requires ability to analyze, compare and interpret intelligence and draw conclusions.

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

Requires ability to establish and maintain effective working relationships with coworkers, law enforcement personnel, and corporate and governmental security representatives.

Requires ability to organize information from a variety of sources and prepare written intelligence reports on criminal and terrorist groups, their methods, and targets.

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.

May require a valid drivers license or the ability to travel to collect information at a crime scene.

Requires ability to complete a background check and obtain Federal security clearance.

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs selected criminal intelligence casework and information sharing at a developmental level; compiles, analyzes and disseminates tactical information on terrorist individuals or entities, including domestic and international terrorist groups under investigation by the Illinois State Police or other law enforcement agencies, local, state and Federal; prepares selected reports and bulletins on assigned groups, their methods and targets.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs criminal intelligence analysis of criminal case information; obtains information from various sources to respond to requests for tactical assistance from State Police districts and zones, local law enforcement entities, and Federal law enforcement agencies; provides rapid response to urgent requests involving homeland security; prepares case reports, charts, and other analyses by querying various law enforcement and public records databases. Assures that information is disseminated in conformance with Federal guidelines contained in 28 CFR PART 23, which relates to criminal intelligence systems operating policies.
2. Completes timelines, analytical charts/diagrams, and maps to enhance, clarify, link, and facilitate investigative efforts. Collects information on assigned groups, methods, and targets, and compiles analytical reports using available software. Disseminates analytical information to appropriate law enforcement entities.
3. Assesses assigned critical infrastructure sectors, including researching and identifying critical facilities and their vulnerabilities. Identifies extremist individuals or groups that may pose a threat to critical infrastructure in Illinois, assessing their capabilities and motives.
4. Gathers information on suspicious incidents from corporate partners in anti-terrorism efforts. Provides informational guides to these entities. Liaisons with security at critical infrastructure facilities and sector associations to keep them apprised of current threats.
5. Contributes to written daily intelligence briefings to command personnel and the law enforcement community. Documents daily activity to the shift supervisor for inclusion in the shift report.

TERRORISM RESEARCH SPECIALIST I (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 completion of a Bachelor's degree with coursework in behavioral sciences, criminal justice, law enforcement, or a related field.

Requires successful completion of an agency approved training program.

Knowledges, Skills and Abilities

Requires working knowledge of the Windows environment, and common applications software for word processing, charting, database and spreadsheet manipulation.

Requires working knowledge of law enforcement and criminal intelligence analysis and investigative procedures.

Requires ability to analyze, compare and interpret intelligence and draw conclusions.

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

Requires ability to establish and maintain effective working relationships with coworkers, law enforcement personnel, and corporate and governmental security representatives.

Requires ability to organize information from a variety of sources and prepare written intelligence reports on criminal and terrorist groups, their methods, and targets.

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.

May require a valid drivers license or the ability to travel to collect information at a crime scene.

Requires ability to complete a background check and obtain Federal security clearance.

TERRORISM RESEARCH SPECIALIST II

POSITION CODE: 45372

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs criminal intelligence casework and information sharing at the full working level; conducts complex and specialized analytical investigations on highly sensitive and classified information and data; compiles, analyzes and disseminates tactical information on terrorist individuals or entities, including domestic and international terrorist groups under investigation; prepares comprehensive reports and bulletins on assigned groups, their methods and targets; assists with training new personnel, and in developing new and improved analytical and procedural techniques. Positions at this level work with more complex intelligence data.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs the more complex criminal intelligence analysis of case information from a wide range of sources to provide tactical assistance to various law enforcement organizations; provides rapid response to urgent requests involving homeland security; prepares comprehensive case reports, charts, and other analyses by querying various law enforcement and public records databases. Assures that information is disseminated in conformance with Federal guidelines contained in 28 CFR PART 23, which relates to criminal intelligence systems operating policies.
2. Completes timelines, analytical charts/diagrams, and maps to enhance, clarify, link, and facilitate investigative efforts. Collects information on assigned groups, methods, and targets, and compiles analytical reports using available software. Disseminates analytical information to appropriate law enforcement entities.
3. Assesses critical infrastructure sectors, including researching and identifying strategic and critical facilities and their vulnerabilities. Identifies extremist individuals or groups that may pose a threat to critical infrastructure in Illinois, assessing their capabilities and motives.
4. Gathers information on suspicious incidents from corporate partners in anti-terrorism efforts. Provides non-law enforcement sensitive information regarding terrorist groups, methods, and targets to these entities. Liaisons with security at critical infrastructure facilities and sector associations to keep them apprised of current threats.
5. Contributes to written daily intelligence briefings to command personnel and the law enforcement community. Documents daily activity to the shift supervisor for inclusion in the shift report.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

TERRORISM RESEARCH SPECIALIST II (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires completion of a Bachelor's degree with coursework in behavioral sciences, criminal justice, law enforcement, or a related field.

Requires three years professional terrorism research experience.

Knowledges, Skills and Abilities

Requires working knowledge of the Windows environment, and applications software for word processing, charting, and database and spreadsheet manipulation.

Requires working knowledge of law enforcement and criminal intelligence analysis and investigative procedures.

Requires ability to analyze, compare and interpret complex intelligence data and rapidly draw conclusions.

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

Requires ability to establish and maintain effective working relationships with coworkers, law enforcement personnel, and corporate and governmental security representatives, and provide training on intelligence analysis and practice.

Requires ability to organize information from a variety of sources and prepare comprehensive written intelligence reports on criminal and terrorist groups, their methods, and targets.

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.

May require a valid drivers license or the ability to travel to collect information at a crime scene.

Requires ability to complete a background check and obtain Federal security clearance.

DISTINGUISHING FEATURES OF WORK:

Under direction, serves as advanced terrorism research lead specialist, performing both routine and advanced criminal intelligence casework and specialized analytical investigations on highly sensitive and classified information and data; serves as a quality assurance monitor and/or assisting management by performing special projects, e.g. writes procedures manuals, designs, plans or reorganizes analytical staff work space; provides orientation to new staff, lectures to user agency personnel; approves or prepares comprehensive reports and bulletins on assigned groups, their methods and targets prepared; assists with training new personnel, and in developing new and improved analytical and procedural techniques; approves or performs case reviews of lower level Terrorism Research Specialist's work; serves as project team leader for strategic studies. Positions at this level work with highly complex intelligence data.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As an advanced terrorism research lead specialist, identifies and discusses problems with fellow terrorism research specialists to improve their capabilities; recommends actions to prevent problems from occurring or reoccurring, recommends equipment and other service procurement to management.
2. As an advanced lead specialist, performs both routine and complex criminal intelligence analysis of case information for a wide range of sources to provide tactical assistance to various law enforcement organizations; provides rapid response to urgent requests involving homeland security; approves or prepares comprehensive case reports, charts, and other analyses by querying various law enforcement and public record databases. Assures that information is disseminated in conformance with Federal guidelines contained in 28 CFR PART 23, which relates to criminal intelligence systems operating policies.
3. Participates in research projects, performs and/or serves as team leader to lower level professionals performing advanced research of various law enforcement and public record databases to collect information on assigned groups, methods, and targets utilizing available software; develops or improves techniques used in the terrorism analysis system.
4. Participates in the agency's training of in-house staff and other entities in the Homeland Security Community.
5. Performs administrative support functions to include, but not be limited to: inventory and ordering of analytical supplies, writing work procedures, preparing budget recommendations for the Terrorism Research Unit, setting Unit's goals and objectives. Responsible for the rapid assimilation of information, layout, and reproduction of complex intelligence data. Also, conducts research, collects information, and authors special topics bulletins for law enforcement.

TERRORISM RESEARCH SPECIALIST III (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 completion of a Bachelor's degree with coursework in behavioral sciences, criminal justice, law enforcement, or a related field.

Requires five years professional terrorism research experience.

Knowledges, Skills and Abilities

Requires extensive knowledge of law enforcement and criminal intelligence analysis and investigative procedures.

Requires extensive knowledge of state and federal criminal laws and regulations as they relate to the gathering of intelligence.

Requires working knowledge of the Windows environment, and a range of applications software for word processing, charting, database and spreadsheet manipulation.

Requires ability to analyze, compare and interpret complex intelligence data and rapidly draw conclusions.

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

Requires ability to establish and maintain effective working relationships with coworkers, law enforcement personnel, and corporate and governmental security representatives, and provide training on intelligence analysis and practice.

Requires ability to organize information from a variety of sources and prepare comprehensive written intelligence reports on criminal and terrorist groups, their methods, and targets.

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.

May require a valid drivers license or the ability to travel to collect information at a crime scene.

Requires ability to coordinate and conduct training seminars for in-house and other entities in the Homeland Security Community.

Requires ability to complete a background check and obtain Federal security clearance.