

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## ASSISTANT ANALYST SUPERVISOR

**JOB CODE: 21022**

**PAY GRADE: 19**

**PAY RANGE: \$55,608 - \$88,972**

### GENERAL DESCRIPTION

Under the direction of a Supervisor, member performs professional and technical work in conducting detailed research and analysis of confidential investigative information relating to criminal activity and performs supervisory administrative and technical work. The work involves responsibility for requesting, receiving, and analyzing confidential information on specific criminal activities. The Assistant Analyst Supervisor must be able to promptly and accurately answer operational and administrative questions from staff members as they arise. Members in this position must also review the work of the Law Enforcement Analysts for proper detail, accuracy and professional appearance. Work is reviewed through observation and results obtained.

Performs on-call duties as necessary; works extended hours, frequently beyond regular duty hours; may be required to work day or evening shift to include, weekends, holidays, and on-call situations.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring;
- Ensure subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Promptly and accurately answer operational and administrative questions from staff members as they arise
- Communicates operational or administrative issues to the Analyst Supervisor as they occur
- Conduct daily briefings with staff members or attend meetings with other agency components and community partners
- Collects, compiles and performs analysis of criminal information and associated data

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- Organizes and presents data regarding criminal activity, patterns, and trends to the Executive Staff as necessary
- Evaluates and analyzes criminal information to assess the capabilities, intentions, and vulnerabilities of criminal activities and makes recommendations for investigative strategies.
- Performs detailed research of criminal investigations and intelligence documents.
- Prepares oral briefings, written reports, and graphical depictions showing crime patterns and develops response recommendations.
- Supports and assists investigative components with complex criminal investigations by conducting extensive background investigations on subjects related to investigations
- Coordinates with internal and external partners for information sharing on identified trends, patterns, and active investigations.
- Assists in the training of unit personnel regarding analyst duties and responsibilities.
- Performs responsibilities and duties at the discretion of the Section Lieutenant.

Regular and reliable attendance is required as an essential function of the position.

This position is considered essential and in the event of an emergency or natural disaster, may be required to work.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## **QUALIFICATIONS**

- Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration or related field AND two (2) years' related experience AND two (2) years' in information gathering and data analysis
- Or equivalent combination of education and experience.
- A written comprehensive practical skills assessment.
- Must possess a valid Florida driver's license.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to perform the duties of a Law Enforcement Analyst when required
- Knowledge of the principles, practices and techniques of analysis and information gathering from numerous data sources
- Knowledge of data research methods, concepts and techniques
- Knowledge of basic statistical methods, techniques and research methodology used in data collection and report presentation

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- Ability to quickly learn and be proficient with new law enforcement, criminal justice, and civilian databases/computer systems
- Excellent organizational skills
- Excellent inter-personal skills
- Excellent time management skills
- Must be very detail orientated and possess critical thinking skills
- Excellent problem solving skills
- Excellent verbal and written communication skills
- Ability to effectively handle personnel issues as they arise
- Ability to recognize operational or administrative problems before or as they arise and take appropriate action to resolve
- Develop and maintain a good working knowledge of agency organization, components and resources
- Develop and maintain a good working knowledge of agency policies and procedures
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## **PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Stand up to 1 hours per day
- Walk up to 1 hours per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, squat, climb, reach, kneel, and/or twist