



Crime Analyst Supervisor

Exam Code: 9PB59

Department: Department of Justice

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Crime Analyst Supervisor – \$5115.00-6362.00 per month.

View [the Crime Analyst Supervisor classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **three (3)** months.

How To Apply:

The link to connect to the Training and Experience Evaluation is located further down this bulletin under the “Taking the Exam” area.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Crime Analyst Supervisor

Either I

One year of experience inside California state civil service performing duties of a class with a level of responsibility equivalent to that of a Crime Analyst II; **or**

II

Two years of experience inside California state civil services performing duties of a class with a level of responsibility equivalent to that of a Crime Analyst I, Range B; **or**

III

Three years of increasingly responsible experience obtaining, analyzing, and/or disseminating criminal justice information, with at least one year equivalent in responsibility to that of a Crime Analyst II.

POSITION DESCRIPTION

Crime Analyst Supervisor

This is the full supervisory level. Incumbents supervise, coordinate, and review the work of Crime Analysts and other staff; plan and direct unit operations and resources to ensure maximum efficiency and effectiveness; evaluate work and performance of staff; plan work activities on a daily basis; prepare documents to provide information and/or direction on departmental programs and services; and establish and maintain cooperative relationships with local, state, and federal law enforcement agencies. Incumbents may also assist in the preparation of budgets and planning, developing, and implementing programs.

EXAMINATION SCOPE

This examination consists of the following components:

Bulletin Date: Select Date

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

A final score of 70% must be attained to be placed on the eligible list.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. The structure and content of the English language for oral and written communication
2. Databases used to maintain information
3. Policies regarding record management and access
4. Computer applications such as word processing and presentation software
5. Various databases applicable to Crime Analyst work
6. Relevant policies and procedures
7. Various terminology and acronyms used in Crime Analyst work
8. Elements of the criminal intelligence cycle to be able to identify and describe the formalized steps of this process
9. State and federal regulations, state codes, and policies as they pertain to the functions of criminal investigation
10. Data reporting procedures, requirements, statutes, and regulations in order to identify problems and develop solutions
11. Knowledge of auditing principles and methods to verify compliance with various federal, state, and local statutes and regulations
12. Functions and organization of various agencies in the criminal justice system
13. Methods, techniques, procedures, and terminology used in types of crimes, laws, regulations, and the criminal justice system from arrest through conviction, incarceration, parole or probation
14. Manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment

Ability to:

1. Follow directions given by supervisors
2. Navigate and collect information from a variety of databases

3. Analyze and evaluate information
4. Listen and communicate orally to gather and convey information
5. Understand and interpret written material
6. Attend to details in written and oral communication
7. Conduct oneself in a professional manner and with discretion when dealing with sensitive/confidential information
8. Work independently to meet deadlines with minimal supervision
9. Work productively as a member of a team
10. Select important elements contained within reports
11. Extract data from detailed documents
12. Establish and maintain files and databases
13. Apply general rules to specific problems to form logical conclusions
14. Identify missing items in a thread of information to establish a need for further investigation
15. Visually present results of investigative efforts through a variety of software tools
16. Identify complex problems and review related information to develop and evaluate options and implement solutions
17. Break complex data down into organized and useful sections of information
18. Gather sources of information to be used in identifying trends of making conclusions
19. Determine the needs of a specialized work unit
20. Facilitate information sharing
21. Apply creative thinking
22. Conduct needs assessment to identify specific requirements
23. Collect, research, and evaluate various program operations
24. Develop, prepare, and present analytical and statistical reports

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Crime Analyst Supervisor** classification will be established for:

Department of Justice

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower

of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

EXAMINATION INFORMATION

[Preview of the Crime Analyst Supervisor Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Take [the Crime Analyst Supervisor examination](#).

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

If you have any **technical** questions concerning this examination bulletin, please contact:

California Department of Human Resources
Attn: Examination Services
1515 S Street
Sacramento, CA 95811
Phone: 1-866-844-8671
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

If you have any **administrative** questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Department of Justice, Testing and Selection Unit (Crime Analyst)
1300 I street, Suite 720, 7th Floor Receptionist, Sacramento, CA 95814
Phone: (916) 210-6021
TSU@doj.ca.gov

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

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 of 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.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State 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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work

cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.