



**CITY OF TORRANCE**  
invites applications for the position of:

## **ADMINISTRATIVE ANALYST (CRIME INTELLIGENCE)**

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**SALARY:**

\$4,629.73 - \$7,456.80 Monthly

**OPENING DATE:** 03/26/18

**CLOSING DATE:** Continuous

**DESCRIPTION:**

**Are you looking for an exciting career assisting in the development of tactical and strategic responses to criminal activity?**

**Torrance Police Department's Special Investigations Division is currently accepting applications for Administrative Analyst (Crime Intelligence).**

The Torrance Police Department's Special Investigations Division is composed of 4 teams including Gang Detail, Crime Impact Team, Vice/Narcotics, and Intel. The Division works collectively to reduce criminal acts and apprehend suspects engaged in criminal activity, while utilizing innovative investigation techniques. The Administrative Analyst works directly with investigators to collect and organize data related to suspects and crime trends; conducts analysis; and provides real-time intelligence vital to daily operations.

As part of the Special Investigations Division, the Administrative Analyst will be expected to operate efficiently in a fast-paced environment and utilize critical thinking to provide analysis for multiple investigations.

**For a detailed job description, [click here.](#)**

**MINIMUM QUALIFICATIONS:**

**Education and Experience**

*Any combination of education and experience that provides the required knowledge and skills would be acceptable. A typical way to obtain the knowledge, skills and abilities would be:*

A Bachelor's Degree from a college or university in Public Administration, Business Administration, or a related field **AND** at least one-year of related professional experience.

**OR**

Two years of related college course work **AND** 4 years of progressively responsible administrative or analytical experience.

**Ideal Candidate:**

*In addition to the minimum qualifications, the ideal candidate will:*

- Find, compile, analyze, and validate credibility of information and data;
- Develop and test hypotheses, forecasts, and predictions regarding criminal activity;

- Assist in the development of tactical and strategic responses to criminal activity;
- Operate a variety of computer software applications, including mapping, graphing, charting, data-bases, spreadsheets, and others;
- Prepare and maintain a variety of data, records, reports, bulletins, and correspondence;
- Read, understand, interpret, and apply law enforcement codes and regulations;
- Communicate clearly, concisely, and effectively verbally and in writing;
- Make verbal presentations;
- Establish and maintain effective working relationships, including maintaining courteous and cooperative behavior under adverse circumstances;
- Operate standard office equipment; and
- Possess knowledge of Social Media mining.

A Bachelor's Degree in criminal justice, crime analysis, intelligence studies, homeland security, or data mining ***is highly desirable***.

**HOW TO APPLY & EXAM PROCESS:**

Interested candidates must submit an online application and supplemental questionnaire at [www.TorranceCA.Gov/Jobs](http://www.TorranceCA.Gov/Jobs).

**Application submissions will be accepted on a continuous basis until the position is filled.**

Only those candidates who best meet the City's needs will be invited to participate in the testing process.

**Performance 60%** - *(Presented during Oral Interview) (To be determined)*

**Oral Interview 40%**- *(To be determined)*

**Examinations will be conducted on a periodic basis depending on the needs of the City and the number of applicants.**

**Candidates must pass a thorough background investigation to be considered for hire. The background investigation will include job and personal references, arrest records, credit history, use of controlled substances, medical evaluations, and a polygraph.**

**SPECIAL NOTES:**

Applicants with disabilities who require special testing arrangements **must** contact Human Resources. If you have a disability for which you require an accommodation, please contact us at (310) 618-2915 no later than five (5) business days before the test date.

As a condition of employment, candidates must pass a background check and a pre-employment medical examination.

*The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked without notice.*

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.TorranceCA.Gov/Jobs>

Job #18031330  
 ADMINISTRATIVE ANALYST (CRIME INTELLIGENCE)  
 JD

3231 Torrance Blvd.  
 Torrance, CA 90503  
 310-618-2915

[jobinfo@TorranceCA.Gov](mailto:jobinfo@TorranceCA.Gov)

## ADMINISTRATIVE ANALYST (CRIME INTELLIGENCE) Supplemental Questionnaire

- \* 1. What is your highest level of education completed?
  - High School Diploma or GED
  - Some College Coursework
  - Associate Degree
  - Bachelors Degree
  - Masters Degree or above
- \* 2. Do you possess a Bachelor's degree in Public Administration, Business Administration, or a related field?
  - Yes    No
- \* 3. If you have a Bachelor's degree in a field other than Public Administration or Business Administration, please indicate your field of study.
- \* 4. How many years of professional experience do you have in crime intelligence detail?
  - No experience
  - Less than 1 year
  - 1 - 2 years
  - 2 years or more
- \* 5. If you do not possess a Bachelor's degree, how many years of related college course work do you possess?
  - None
  - Less than 1 year
  - 1 - 2 years
  - 2 years or more
- \* 6. How many years of progressively responsible administrative or analytical experience do you possess?
  - No experience
  - Less than 1 year
  - 1 -2 years
  - 2 - 4 years
  - 4 years or more
- \* 7. Please describe your experience in compiling, analyzing and validating credibility of information and data. If no experience, please type N/A.
- \* 8. Please describe your role in the development of tactical and strategic responses to criminal activity. If no experience, please type N/A.
- \* 9. Briefly describe your experience in operating computer software applications including mapping, graphing, charting, databases, and/or spreadsheets. If no experience, please type N/A.
- \* 10. Do you have experience in making verbal presentations? If yes, please briefly describe your experience, including the audience size to which you presented. If no experience, please type N/A.

## **ADMINISTRATIVE ANALYST (CRIME INTELLIGENCE) Supplemental Questionnaire**

\* 11. Briefly describe any work experience you have with social media mining,

\* Required Question