

EMPLOYMENT ADVERTISEMENT



Western States Information Network®
1825 Bell Street, Suite 205
Sacramento, CA 95825
(800) 952-5258

It is WSIN's objective to achieve a drug-free workplace. All applicants for WSIN employment are expected to behave in accordance with this objective. The use of illegal drugs is inconsistent with WSIN policies.

POSITION TITLE: Criminal Intelligence Supervisor, Analytical Unit, M – F, 8:00 am to 5:00 pm (non-telework).

SALARY: Annual salary range \$72,539 - \$94,296, dependent on experience; plus 17% as a monthly benefit allowance. The benefit allowance may be taken as cash in lieu of benefits.

LOCATION: Sacramento, CA

FINAL FILING DATE: Open Until Filled – Submit resume by email to admin@wsin.riss.net ; or, via a hiring platform utilized by WSIN; or, in hard copy.

A 6-month candidate pool will be established for subsequent vacancies.

DUTIES / RESPONSIBILITIES

The Western States Information Network (WSIN) is one of six Regional Information Sharing Systems (RISS) centers funded by Congress through the U.S. Department of Justice, Office of Justice Programs. The Criminal Intelligence Supervisor (CI Supervisor) will be assigned as the first level supervisor responsible for the Analytical Unit. Employment is at-will and serves at the discretion of the Executive Director of WSIN.

The CI Supervisor will recruit and support the hiring of appropriate staff, supervise their activities, maintain liaison with WSIN participating agencies requesting analytical support, and assist in the development and implementation of the Unit's goals and objectives. The CI Supervisor will supervise Criminal Intelligence Analyst and Research Analyst staff and oversee analytical support provided to WSIN participating agencies and the WSIN publication development and bulletin distribution processes. The CI Supervisor will obtain the tools and training needed for staff in the Analytical Unit to include the incorporation of standard analytical and research techniques and the use of specialized analytical software, information systems, and other RISS and WSIN resources. The CI Supervisor will maintain and update the Analytical Unit's procedure manual and work with WSIN management to carry out WSIN's mission. Basic supervision experience in the principles and procedures are required.

DESIRABLE QUALIFICATIONS

Knowledge of criminal intelligence techniques, procedures, and types of applicable crimes and laws. Ability to collect, analyze, and evaluate criminal intelligence and disseminate the result in both verbal and written form to law enforcement agencies. Ability to implement effective performance management techniques to ensure unit staff are fully aware of unit expectations to become and remain efficient and productive. Provide feedback to staff through written performance appraisals and constructive conversations to provide recognition of effective performance and identify aspects of performance needing further development. Ability to prioritize and work well under pressure; must be detail oriented; must be reliable and have an excellent attendance record; and good computer skills. Must be able to establish and maintain effective working relationships with others and possess excellent communication skills (must enunciate clearly), both orally and in writing.

WORKING CONDITIONS

- Work is performed in an enclosed office environment with noise from ringing phones, foot traffic, printers, and other office equipment and conversations.
- This position will have frequent interruptions and requires multi-tasking abilities and attention to detail.



- Must be able to communicate and enunciate clearly; ask, understand, and answer questions effectively; elicit helpful information; and use independent judgment.
- Must be able to learn and successfully operate various computer applications related to WSIN duties.
- Must be willing to travel occasionally as needed, including by air.
- Must be willing to drive; possess and maintain a valid driver's license and valid vehicle insurance.
- Must maintain punctual and regular attendance.
- Ability to sit, bend, kneel and lift up to 20 pounds; ability to work at a computer workstation and type for extended periods of time, in addition to operating a phone.
- **Must successfully pass a peace officer-level background investigation prior to employment (including credit check, DMV verification, criminal history, fingerprints, etc.).**

MINIMUM QUALIFICATIONS

To be considered for the position, all applicants must meet the following requirements:

- 1) U.S. Citizenship
- 2) High school diploma or equivalent
- 3) Four years of verifiable experience and/or education in one of the following:
 - a. Criminal intelligence-related duties or supervision in a law enforcement agency as described in the Duties/Responsibilities section, or
 - b. College/higher education (120 semester units or 180 quarter units) preferably with a criminal justice or closely related focus, or
 - c. Combination of both a. and b.

Verification of citizenship, diploma, and/or college credits may be required prior to interview.

SALARY

Annual salary range \$72,539 - \$94,296, dependent on experience; plus 17% as a monthly benefit allowance. The benefit allowance may be taken as cash in lieu of benefits. Reimbursement will be provided for any work-related travel. Employment will be at-will and based on the availability of funding. This salary represents a ten-step salary range based on time in class, based on available funding. This position is paid semi-monthly on the 5th and 20th of each month.

HOW TO APPLY

Submit resume by email to admin@wsin.riss.net ; or, via a hiring platform utilized by WSIN; or, in hard copy. Resume may be mailed, or hand delivered to:
Western States Information Network
Attn: Administrative Unit
1825 Bell Street, Suite 205, Sacramento, CA 95825

Resumes will be reviewed by WSIN to determine if the candidate meets the minimum qualifications and whether the candidate is competitive with other applicants. Only the most qualified candidates will be asked to submit a formal WSIN application and may be scheduled for an interview. No telephonic or web-based interviews will be held.

Questions regarding this position should be directed to Operations Manager Kirk Meyers at (916) 263-1179 or by email at kmeyers@wsin.riss.net.

WSIN is committed to providing equal opportunity to all regardless of race, color, sex (including breast feeding and related medical conditions), religion, marital status, age, national origin or ancestry, uniform service member status, pregnancy, physical or mental disability, protected medical conditions, genetic information, gender identity, gender expression, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.