



Western States Information Network

Job Announcement

POSITION ANNOUNCEMENT

Posting Date: February 26th, 2024
Location: Sacramento, CA
Position Title: Criminal Intelligence Analyst I (CIA I), Analytical, M – F, 8 am–5pm (non-telework).
Final Filing Date: Open Until 3/11/2024 – Submit resume by email to eswarat@wsin.riss.net ; or, via a hiring platform utilized by WSIN; or in hard copy.

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 CIA 1 will be assigned to the Analytical Unit and will report directly to the Criminal Intelligence Supervisor. Employment is at-will and serves at the discretion of the Executive Director of WSIN.

The CIA I will intake investigative information from WSIN participating law enforcement agencies to provide analytical assistance in support of criminal investigation and prosecutions. The CIA 1 will utilize standard analytical techniques to process, analyze, evaluate, and correlate information from law enforcement officials utilizing specialized analytical software, information systems, and other RISS and WSIN resources. This position will also conduct link, communication, flow, and financial analysis to produce graphical representations of their findings in the form of charts, graphs, and written reports. The CIA I will conduct research and participate in information sharing meetings and specialized training to develop and maintain knowledge in a crime specific specialty area to exchange information with WSIN participating law enforcement agencies through written reports, assessments, and presentations.

DESIRABLE QUALIFICATIONS

Knowledge of the structure and content of the English language for oral and written communication; databases used to maintain information; comprehension of the criminal intelligence process and analysis techniques; and types of applicable crimes and laws. Ability to collect, analyze, and evaluate criminal intelligence, and disseminate the result in verbal and written form to law enforcement agencies. Ability to work independently; prioritize and work well under pressure; follow directions given by supervisors; navigate and collect information from a variety of databases; strong critical thinking and analytical skills; listen and communicate orally to gather and convey information; understand and interpret written material; attend to details in written and oral communication; and conduct oneself in a professional manner and with discretion when dealing with sensitive/confidential information. Must be dependable and have an excellent attendance record, excellent computer skills, and familiarity with database management. Must be able to establish and maintain effective working relationships. Proficient in the use of various computer software and programs, such as Microsoft Office, Analyst Notebook (i2) and presentation software is preferred. Completion of a Crime and Intelligence Analysis certificate program is considered a plus.

WORKING CONDITIONS

- Work is performed in an open-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; 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.



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- Ability to sit, bend, kneel and lift 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.).
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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) Two years of verifiable experience and/or education in one of the following:
 - Criminal intelligence-related duties in a law enforcement agency as described in the Duties/Responsibilities section, or
 - College/higher education (60 semester units or 90 quarter units) preferably with a criminal justice or closely related focus, or
 - Combination of both education and experience

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

SALARY

Annual salary range \$60,027 - \$78,033, 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 eswarat@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: Admin 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 in-person interview. No phone or virtual interviews will be held.

Questions regarding this position should be directed to Criminal Intelligence Supervisor Dawn Curtis at (916) 263-1161 or by email at dcurtis@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. 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.