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# Senior Intelligence Analyst

Class  
Code:  
9592

Bargaining Unit: Non-  
Represented

SUPERIOR COURT OF CALIFORNIA COUNTY OF LOS ANGELES

Established Date: Apr 17, 2023

Revision Date: May 8, 2023

## SALARY RANGE

\$3,420.00 - \$4,735.50 Semi-Monthly

\$6,840.00 - \$9,471.00 Monthly

\$82,080.00 - \$113,652.00 Annually

### FLSA:

Exempt

### POSITION DESCRIPTION:

#### General Purpose

Under general supervision, researches and analyzes intelligence information related to threat assessment and management; and actual and anticipated criminal activity against judicial officers, branch officials and judicial infrastructure.

#### Distinguishing Characteristics

Under the supervision of a Public Safety Administrator or designee, the Intelligence Analyst is responsible for developing a subject matter expertise on assigned public safety and security topics by for researching, collecting, analyzing, and disseminating data related to threat assessment and management Intelligence Analysts perform complex research assignments by collecting, organizing, and analyzing data for tactical and strategic threat assessment and management investigations. Incumbents collect data, establish facts, draw accurate conclusions, prepare concise and accurate reports, and provide proficient and authoritative intelligence analysis to support senior level decision-makers and other public safety customers in achieving their objectives of protection of the judiciary.

### EXAMPLES OF ESSENTIAL DUTIES, RESPONSIBILITIES, AND SKILLS:

1. Conducts extensive all-source research and analysis of intelligence information

relating to Court safety and security and investigates to identify, assess, and issue early warning threat assessments; and terrorist threats to regional assets in the greater Los Angeles area.

2. Develops, writes, and disseminates intelligence reports, bulletins, threat assessments, threat estimates, and strategic analysis products on individuals, groups, organizations, and events in support of Court safety, security, and operations.
3. Collects and organizes data from various sources (e.g., criminal investigations, seized documents and evidence, surveillance reports, interviews, court ordered wiretaps) and evaluates information collected determining importance, significance, and reliability for use in preparing analytical reports, charts, and analysis (e.g., link analysis, time and commodity flow, telephone, cellular telephone tolls, other computerized charts) for review and verification.
4. Prioritizes, categorizes, and responds to requests or information.
5. Collects, reviews, and collates both verified and unverified intelligence from various sources (open and classified) for entry into the intelligence database.
6. Researches and analyzes intelligence to identify gaps and subsequently collect intelligence from open, covert, electronic, satellite, and human intelligence sources.
7. Conducts suspect workups using various law enforcement systems, public records databases, and agency contacts to support threat assessment and management; and counter-terrorism intelligence investigations.
8. Prepares and conducts, or assists in preparing and conducting, briefings and presentations on case investigations or issues related to threat assessment and management, and counterterrorism.
9. Maintains automated systems for storage and retrieval of intelligence information in compliance with policies and procedures.
10. Contacts other law enforcement agency analysts regarding specific topics and areas related to threat assessment and management, and counterterrorism.
11. Monitors and identifies actual and potential trends, situations, and conditions indicating possible threats or activities. Monitors the work of contractors in the design, construction, and startup phases of courthouse security systems.

**Knowledge of:**

1. Computer software related to intelligence analysis applications and online social media, chat, dark web and open source sites.
2. Principles and practices of threat management and assessment to identify, monitor, and report potential online threats and heightened activity.
3. Principles and practices of crime analysis, data analysis, and analytical research methods.
4. Principles of criminal intelligence related to researching, collecting, analyzing, and disseminating data.
5. Court operational activities, organizational structures, processes, and services provided.

6. Federal regulations (28CFR Part 23), as well as accepted best practices concerning intelligence collection, storage and dissemination.

**Ability to:**

1. Gather relevant information, analyze complex problems, and reach sound logical and fact-based conclusions and recommendations.
2. Use correct English grammar, punctuation, and spelling to produce written information and/or technical material (for example, facts, ideas, or messages) in a manner that is clear, organized, and appropriate for the intended audience (e.g., correspondence, reports, studies and other written materials).
3. Use computer-based applications, including graphics and presentation software, databases to effectively to organize, communicate and document work. Use may include, but is not limited to, Microsoft Word, Excel, PowerPoint, Publisher, and Visio, as well as video conferencing and collaboration platforms (i.e., Microsoft Teams, Planner and Webex).
4. Establish and maintain effective working relationships with the Judicial Council of California, Court and County employees, court executive leadership, members of the public and other local, state, and Federal agency partners.

**QUALIFICATIONS:**

Education:

A Bachelor's degree in Criminal Justice, Public Administration, National Security Studies, Social/Behavioral Science, or a related field.

Experience:

Three (3) years of related experience conducting intelligence analysis in a federal intelligence agency, the military, or state and/or local law enforcement intelligence unit.

Background working on counter terrorism and intelligence, including, but not limited to: international terrorism, domestic terrorism, transportation security, weapons of mass destruction, cyber threats, agro-terrorism, public health, anti-terrorism/force protection, crucial infrastructure protection, policy development and acting as a public safety liaison.

Excellent written and verbal communication skills.

Developing and establishing relationships with local, state, and Federal agency partners.

Background in Federal, state, or local agencies, including, but not limited to Department of Homeland Security (DHS) including the National Operations Center (NOC); Department of Justice (DOJ); and local law enforcement agencies.

Preferred Experience:

Working in a multi-agency environment and/or federal task force.

**SPECIAL REQUIREMENTS:**

**Licenses; Certificates; Special Requirements**

Must be a US Citizen with an active Secret or Top-Secret Clearance.

A valid California Class C Driver's License or the ability to use private transportation, properly insured, to travel throughout Los Angeles County.

Formal training or education in modern behavioral threat management and assessment practices related to public officials.

**PHYSICAL CLASS:**

**(2) Physical Class - Light Work**

This class includes administrative and clerical positions requiring light physical effort, which may include occasional light lifting to a 10-pound limit, and some bending, stooping, or squatting. Considerable ambulation may be involved.