



Western States Information Network

Job Announcement

POSITION ANNOUNCEMENT

Posting Date: October 4, 2023
Location: Sacramento, CA
Position Title: Criminal Intelligence Analyst I (CIA I), Watch Center, 24/7 shifts (non-telework).
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.

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 I will be assigned to the Watch Center will report directly to the Criminal Intelligence Supervisor for the shift assigned. Employment is at-will and serves at the discretion of the Executive Director of WSIN.

The CIA I in the Watch Center performs a broad range of duties including, but not limited to the collection of information from a variety of sources; analyze, evaluate and correlate information pertaining to targeted criminal suspects; input and maintain intelligence information in a database; respond to inquiries from law enforcement agencies; query multiple law enforcement databases; post and monitor critical events in a deconfliction system; receive, organize, analyze, confirm, and disseminate threats made via social media platforms and/or via threat reporting sources; report information in both verbal and written form; articulate clearly and prepare correspondence and memorandums as necessary; provides liaison to local, state, federal, and tribal law enforcement agencies to ensure a continuing flow of information. The WSIN Watch Center is open 24 hours a day, 7 days a week, and 365 days a year.

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 work independently, as well as in a group setting, prioritize and work well under pressure; must be detail oriented and able to multi-task in a fast-paced environment; must be reliable and have an excellent attendance record; good computer skills, and familiarity with database management considered a plus. Must be able to establish and maintain effective working relationships with others. Must possess excellent customer service and communication skills (must enunciate clearly), both orally and in writing.

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 and enunciate clearly; ask, understand, and answer questions effectively; elicit helpful information; and use independent judgment.
- The workdays and hours will be determined upon hire and are subject to change; all shifts will be a straight shift and require an on-duty meal period; and may work at least one weekend day and some holidays.
- 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:

- U.S. Citizenship
- High school diploma or equivalent
- 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
- Must have the equivalent to the completion of a two-year college degree (60 semester units or 90 quarter units). Additional qualifying experience may be substituted on a year-for-year basis for education.

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

SALARY

Annual salary range \$54,282 - \$70,562, 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: 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 Lisa McCurdy at (916) 263-1185 or by email at lmccurdy@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.