

EMPLOYEE:

CLAIM #



# Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE** Intelligence Analyst      **JOB CLASSIFICATION** Program Project Manager II

**DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER** 243.362-014

**DOT TITLE** Police Aide

**DEPARTMENT** Sheriff      **DIVISION** CID

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 1

**CONTACT'S NAME & TITLE** Sgt. Ray Green

**CONTACT'S PHONE** 206-296-7527

## ADDRESS OF WORKSITE

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 11/8/07

**VRC NAME** Jeff Casem

**Date Reviewed** 6/25/09

## WORK HOURS

8:00am-4:30pm, Monday through Friday.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Required, on a rare occasion in accordance with business demand. Approximately 5-10 hours per month on average.

## JOB DESCRIPTION

Provide tactical and strategic analytical expertise/assistance by creating analytical flow charts, timelines (sequence of events), link analysis charts (suspect and/or victim relationships) related to criminal activity, toll analysis, and visual charts. Monitor and keep abreast of violent gang activity/trends within the County and analyze patterns and trends to share with officers/departments members, superiors, and outside agencies.

## ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

## JOB SPECIFIC REQUIREMENTS

- Washington State Driver's License

- Gang Certification
- Analytical Charting/Training Investigative Techniques
- Pen-Link (Toll Analysis) Training
- Criminal Intelligence Analysts Training
- LEIU (please spell out here) Certification
- Intelligence Operations
- Criminal Justice background
- Public Speaking
- Investigative techniques

Type of Experience	Minimum Time Required Years & Months
<b>Investigative Background</b>	<b>3</b>
<b>Gang Identification</b>	<b>2</b>
<b>Criminal Justice</b>	<b>3</b>
<b>Investigative Analytical Techniques</b>	<b>3</b>
<b>Computer Knowledge/Databases</b>	<b>2</b>
<b>Public Speaking</b>	<b>1</b>

**ESSENTIAL FUNCTIONS**

1. Manage, develop and maintain street gang database(s). This information must be accurate and complete for gang identification and validation of gang members. Information is extracted from numerous resources such as police reports, bulletins, FIRS (please spell out here), etc. Results are used to assess future trends and patterns in criminal activity. Also provides identifiers, statistics, associates, links, historical overview, etc. This data analysis is performed independently.
2. Make recommendations to Chain of Command on development of gang related issues (develop IRIS (please spell out here) gang criteria screen). This has included identifying specific gang problems and recommending gang emphasis where needed.
3. Monitor, photograph and interpret graffiti in problem areas to determine presence of specific gangs, rival issues, and identification of individuals. Analyze and distribute this information to appropriate personnel and to caution officers of safety issues.
4. Photograph and interpret tattoos.
5. Monitor report, FIRS, etc. to assess accuracy. Request officers to update or correct gang data in IRIS that is inaccurate or holds liability issues.
6. Accompany officers on a search warrant looking for gang intelligence. Meet with suspect at the jail to determine validity.
7. Develop and create technical analytical charting that includes timelines, flow charts, link analysis, visual charts, toll analysis, etc. to be used by prosecution and juries, for investigation purposes, and to determine filing of charges by prosecutors, investigators, etc.
8. Respond to requests/inquiries from law enforcement personnel, state, county and federal agencies (including out-of-state agencies) to provide research and analysis information for the purpose of identifying criminals and criminal activities. Many of these requests are to locate individuals, criminal background, associates, vehicles, etc.

- Use investigative tools to develop and collect relevant information and analyze validity of data that is extracted from varied sources (using up to at least 30 different databases), and present final intelligence to requestor in a minimized summary form.
9. Respond to gang-related requests to determine classification of a gang member and associates, and background information to determine if they are migrating gang members here to commit specific crimes.
  10. Gather, monitor, evaluate and analyze information from reports received by law enforcement agencies, prisons, written documents, published reports, internet sites, internet talk sites, etc.
  11. Write FIRS and create bulletins, input into IRIS for documentation purposes and officer safety issues.
  12. Perform gang training and identification (to include intelligence collection and documentation) to chain of command, deputies, detectives, officers, state troopers, firefighters, school officials, etc.
  13. Serve as public speaker on violent gang -related issues and identification (to include intelligence collection and documentation). Perform presentations to law enforcement personnel at training conferences, community groups, school personnel, landlord-tenant conferences, etc. Some of these presentations are done by Power Point.
  14. Act as Department representative at meetings resolving community issues with gang activity.
  15. Attend analytical investigative techniques training courses.
  16. Compile gang notebooks for reference purposes. These include identification of gangs, gang members, graffiti, historical overviews, cases, tattoos, etc.
  17. Attend information and intelligence sharing meetings on a regular basis inside and outside the state (to include Canada).
  18. Attend gang emphasis patrols
  19. Interview gang members (and develop informants) inside and outside of prison to collect intelligence on current gangs, trends, members, future events.
  20. Receive all teletypes for the Department. Analyze content for distribution and route to appropriate personnel. Glean and document gang information for input into IRIS. Scan serial crime information from these teletypes (statewide) into shared database for investigative purposes.
  21. Write/compose criminal intelligence reports containing information received as intelligence, and findings based on research performed
  22. Compose biannual reports to identify gang activity for that period.
  23. Act as gang liaison for the Department and for intelligence operations.
  24. Serve on committees for training purposes, gang agendas, implementation of appropriate and standardized gang documentation in IRIS, and updates in training bulletins.
  25. Log criminal intelligence request reports.
  26. Distribute and request bulletins to be issued in regard to violent gang activity or officer safety issues.
  27. Act as SAT (please spell out here) #1 TEAM member in Special Project Security issues.
  28. Attend planned multi-jurisdictional meetings on serial cases (murder, rape, etc.) when requested.

## OTHER TOOLS & EQUIPMENT USED

Dual Monitor Computer, plotter, scanner, video duplicator and recorder, audio duplicator and recorder, scanner, digital camera, CD burner, phone/Nextel, fax, copier, police radio, PowerPoint, telephone headset, personal vehicle, books, binders, documents files and reference materials.

## PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time  
Frequently = occurs 33-66% of the time  
Occasionally = occurs 1-33% of the time  
Rarely = may occur less than 1% of the time  
Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

### This job is classified as Sedentary to Light

Sedentary—exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. A sedentary job involves sitting most of the time.

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

### Standing

Health Care Provider initials if restricted \_\_\_\_\_

Rarely to Occasionally when performing field work (1-2 days per month) the employee can stand on cement, grass, carpet, dirt, gravel, cement, concrete, wet, slick, frozen and uneven ground surfaces for up to 1 minute at a time for up to 10 minutes total in a shift **OR** frequently at presentations (0-4 days per month) where the employee can stand on carpet, cement, and tile surfaces for up to 3 hours at a time for up to 3 hours total in a work shift.

### Walking

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally cement, grass, carpet, dirt, gravel, cement, concrete, wet, slick, frozen and uneven ground surfaces for up to 2-3 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while traversing within office or performing field duties.

### Sitting

Health Care Provider initials if restricted \_\_\_\_\_

Continuously on an office chair or automobile seat for up to 2.5 hours at a time for up to 7 hours total in a work shift. Most commonly occurs while performing computer duties, writing, charting, reviewing documents etc. The employee may also have to sit on a plane to get to presentations.

**Bending neck up**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 10 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while talking to people who are standing while the employee is sitting, looking at items on upper shelves and looking at graffiti in high areas.

**Bending neck down**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 20-30 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while reading, writing, reviewing documents and typing.

**Bending/Stooping**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 1 minute at a time for up to 2 minutes total in a work shift. Most commonly occurs while obtaining files in lower drawers, items on lower shelves and items in boxes. Employee can alternate with kneeling or squatting as needed.

**Kneeling**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 1 minute at a time for up to 2 minutes total in a work shift. Most commonly occurs while obtaining files in lower drawers, items on lower shelves and items in boxes. Employee can alternate with bending/stooping or squatting as needed.

**Squatting**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 1 minute at a time for up to 2 minutes total in a work shift. Most commonly occurs while obtaining files in lower drawers, items on lower shelves and items in boxes. Employee can alternate with bending/stooping and kneeling as needed.

**Operating Controls with Feet**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 1.5 hours at a time for up to up to 3 hours total in a work shift while driving a personal vehicle and pressing door button.

**Reaching above shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 20 seconds at a time for up to 10 minutes total in a work shift while reaching for reference materials on overhead shelves.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 1 hour at a time for up to 6 hours total in a work shift while typing, writing and manipulating documents.

**Reaching at knee to waist height**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 1 minute at a time for up to 2 minutes total in a work shift. Most commonly occurs while obtaining files in lower drawers, items on lower shelves and items in boxes.

**Reaching at floor to knee height**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 1 minute at a time for up to 2 minutes total in a work shift. Most commonly occurs while obtaining files in lower drawers, items on lower shelves and items in boxes.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 1 minute at a time for up to 10 minutes total in a work shift. Most commonly occurs with weights of 5-7 pounds while manipulating reference materials, binders, files, camera and bag.

**Carrying 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for distances of up to 100 feet for up to 2 minutes at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 5-7 pounds while transporting reference materials, binders, files, camera and bag.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 30 seconds at a time for up to 3 minutes total in a work shift. Most commonly occurs while manipulating a laptop bag (16-17) pounds.

**Carrying 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 5-10 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 16-17 pounds while transporting a laptop bag to/from presentations or meetings which may include schools, hotels, airports, conference rooms etc.

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 15 seconds at a time for up to 5 minutes total in a work shift while manipulating binders as well as opening/closing doors (up to 13#) and drawers.

**Handling**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely for up to 1 minute at a time for up to 5 minutes total in a work shift while manipulating binders, files, laptop bag and reference materials.

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally & highly repetitive for up to 2 minutes at a time for up to 2.5 hours total in a work shift while using the computer mouse and driving and automobile.

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently to continuously & highly repetitive for up to 2.5 hours at a time for up to up to 5-6 hours total in a work shift while typing, writing and manipulating documents.

**Talking**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently & Highly Repetitive for up to 3 hours at a time for up to 4 hours total in a work shift while conducting presentations well as when speaking with coworkers.

**Hearing**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while conducting presentations well as when speaking with coworkers, officers and the general public.

**Seeing**

Health Care Provider initials if restricted

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while completing computer duties, identifying graffiti, identifying gang member pictures and using a dual monitor computer.

**Working with Heightened Awareness**

Health Care Provider initials if restricted

Continuously for up to 2.5 hours at a time for up to 7 hours total in a work shift while interacting with gang members as well as when identifying and utilizing clues.

**ENVIRONMENTAL FACTORS**

Work is performed in an office setting on most occasions, but the employee also goes in the field to look at and interpret gang related graffiti. The employee may also question detained gang members.

**The noise level is**

Approximately 50 decibels. The noise is caused by office sounds.

HCP Initials if Restricted

**Work environment may include the following exposure(s):**

Outside weather: Rarely

HCP Initials if Restricted

**POTENTIAL MODIFICATIONS TO JOB**

A luggage cart for the laptop to reduce carrying.

Ergonomic keyboard

Workpace software

Headset-already have.

Center document holder.

Monitor closer or text larger.

### SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

\_\_\_\_\_  
Kyle Pletz, VRC, Vocational Consultant  
Printed name & title of VRC evaluator

\_\_\_\_\_  
Signature of VRC evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name & title of contact

\_\_\_\_\_  
Signature of contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name & title of employee

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date

**HEALTH CARE PROVIDER SECTION**  
Check all that apply

- The employee is released to perform the described duties without restrictions on performance or work hours as of \_\_\_\_\_.
  
- The employee is released to perform the described duties on a reduced schedule as of \_\_\_\_\_. The recommended schedule is:  
\_\_\_\_\_  
 Temporary until \_\_\_\_\_       Permanent as of \_\_\_\_\_
  
- The employee is released to perform the described job with the following modifications:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
 Temporary until \_\_\_\_\_       Permanent as of \_\_\_\_\_
  
- The employee is not released to perform the described duties due to the following job functions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
 Temporary until \_\_\_\_\_       Permanent effective \_\_\_\_\_
  
- The employee is unable to work in any capacity.  
A release to work is:  anticipated by \_\_\_\_\_       Not expected

The limitations are due to the following objective medical findings:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed or typed name and phone number of Health Care Provider \_\_\_\_\_

Signature of Health Care Provider \_\_\_\_\_ Date \_\_\_\_\_