



# USC University of Southern California

## Crime Analyst Job Description

### JOB INFORMATION

Job Code:	147025
Job Title:	Crime Analyst
FLSA Status:	Exempt
Supervisory:	May oversee student, temporary and/or resource workers.
Job Family:	Public Safety (Non-Step)
Job Family Group:	Public Safety
Management Level:	7 Individual Contributor

### JOB SUMMARY

Serves as university's Crime Analyst with responsibility for the analysis and reporting of crime patterns/trends pertaining to general and specific crime incidents and investigations in collaboration with outside agencies and law enforcement for information exchange. Analyzes, prepares and provides weekly, monthly, quarterly, bi-annual, and annual crime trends and reports for Department of Public Safety (DPS) and university management. Performs university-wide security analysis and provides environmental design recommendations of site plans for new facilities/buildings/structures for crime prevention.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	

#### Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	4 years	

#### Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge of existing criminal codes/laws, law enforcement and/or public safety procedures and security methods.
X		Knowledge of Geographical Information System (GIS).
X		Demonstrated skill in qualitative and quantitative data analysis and interpretation.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge of Clery Act reporting processes and requirements.
X		Ability to make internal and public presentations.
X		Demonstrated communication, organizational and critical thinking skills.

## Licenses

Req	Pref	License(s)
X		Security Guard License
X		Valid Driver's License

## Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Crime Prevention through Environmental Design (CPTED) designation.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Performs accurate, timely and relevant analysis of detailed statistical crime data utilizing quantitative and qualitative methods for crime pattern detection and trends. Collaborates with outside agencies and law enforcement for information exchange pertaining to general and specific crime incidents and investigations. Researches, identifies, analyzes, interprets, and monitors criminal activity, patterns, and trends. May recommend different strategies for each DPS watch to follow.				
Prepares crime maps using geographic information systems (GIS) applications for training purposes and conducts analysis of crime data that assists in the placement of necessary resources within and outside the jurisdiction.				
Reviews construction site plans for security considering camera and landscaping placement, ingress, egress, etc. Provides crime prevention analysis and feedback in the area of environmental design for university's existing and new facilities/buildings/structures. Makes recommendations regarding site plans, as needed or requested. Recommends specific and overall security needs for university-owned properties (e.g., cameras, alarms). Performs crime prevention and CPTED surveys on new and existing buildings.				
Recommends security upgrades for university departments and university-wide safety.				
Provides crime analysis training and orientation for public safety officers, university's security ambassadors, and outside law enforcement agencies utilizing the university and surrounding neighborhood crime maps, as needed.				
Participates in marketing events of the Department of Public Safety (DPS). Determines new marketing strategies as it relates to crime prevention. Prepares educational presentations for events using maps, charts, and graphs, to inform faculty, staff, students, and residents surrounding university's campuses of environmental safety, crime prevention, and services available through the Department of Public Safety (DPS).				
Coordinates the development of partnerships between law enforcement and university public safety personnel to enhance awareness of crime prevention techniques through the education of faculty, staff, students and the public.				
Prepares detailed reports such as crime information and patrol bulletins, daily incident logs, and specific research reports to enhance crime suppression, as needed. Collaborates with watch supervisors/commanders to prepare and distribute electronic crime alerts and bulletins. Participates in the creation of educational materials to create awareness of crime and crime prevention within the university's jurisdiction.				

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Maintains Department of Public Safety (DPS) website content and social media account. Answers inquiries and questions from faculty, staff, and students regarding crime activity, trends, patterns, and prevention.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			Yes

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.