

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**CRIMINAL ANALYST
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose and Use of this Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future Criminal Analyst positions located in the Department of Justice/Division of Criminal Investigation which perform specialized analytical and technical support for investigative activities, and/or perform specialized testing and analyses in the examination of computers and computer media for the presence of evidence relating to criminal investigations. This classification specification is not intended to identify every duty that may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions located in the Department of Justice/Division of Criminal Investigation that provide professional criminal analytical services to support the investigative activities of certified law enforcement staff. These positions perform specialized analytical and technical support for investigative activities.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which meet the statutory definition of management and supervisor or as defined in s. 111.81(13) and (19), Wis. Stats.
2. Positions which, for a majority of the time, perform duties which are more appropriately classified as Special Agents.
3. Positions employed outside of the Department of Justice, Division of Criminal Investigation.

4. Positions which, for a majority of the time, perform administrative or paraprofessional support duties and which are more appropriately classified as Investigative Associate.
5. Positions specializing in policy analysis, program planning, facility or regional planning, program evaluation, purchasing or budgeting activities for a majority of the time and are more appropriately classified by other classification specifications.
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification Series

Entrance into this classification series is by competition. Progression to the Senior level is through reclassification, as the employee satisfactorily attains the specified training, education, or experience.

E. Definition of Terms

- Analysis – The evaluation of information and its comparison to other information to determine the meaning of the data in reference to a criminal investigation.
- Collection – The directed, focused gathering of information from all available sources.
- Criminal Analysis – Criminal analysis is the application of analytical methods and products to raw data that produces investigative material within the criminal justice system.
- Criminal Information – Information compiled, analyzed, and/or disseminated in an effort to monitor criminal activity.
- Dissemination – The release of information, usually under certain procedures.
- Financial Analysis – A review and analysis of financial data to ascertain the presence of criminal activity. It can include bank record analysis, network analysis, financial profiles, source and application of funds, and financial statement analysis.
- Intercepts – The legal process of telecommunications intercepts.
- IP – Internet Protocol
- Raw Data – Data that is collected by Special Agents, law enforcement or analysts that has not been subjected to an analytical process and may not be in a form that is helpful to an investigation.
- Tactical Intelligence – Information regarding a specific criminal event that can be used immediately by law enforcement to further a criminal investigation, and to plan tactical operations.
- Telephone Record Analysis – The review of records reflecting communications (telephone, e-mail, pager, text messaging, etc.) among entities that may reflect criminal associations or activity and may recommend steps to take to continue or expand the investigation.

II. DEFINITION

CRIMINAL ANALYST

This is an entry/developmental level for positions that work under close to limited supervision. Incumbents become knowledgeable in a wide variety of subjects relating to professional criminal analytical services to support the investigative activities of certified law enforcement staff such as: state and federal statutes, laws and regulations relating to the collection, retention, and dissemination of criminal information and evidence, criminal investigative practices and procedures, the criminal justice system, and the intercepts system; learn and become proficient in determining appropriate analytical methodologies and in using analytical processes; learn to effectively use PC hardware/software including

analytical tools, spreadsheets, database management programs and specialized forensic software packages; under direction, incumbents provide criminal investigative support to special agents and local law enforcement; write reports; testify at hearings and trials; and, establish professional working relationships with counterpart analysts and law enforcement officials.

CRIMINAL ANALYST - SENIOR

This is the objective/senior level for positions that work under general supervision. For a majority of the time positions at this level will perform a wide variety of the following duties: independently provide complex criminal investigation support to special agents and local law enforcement; manage and use complex specialized forensic software packages; train and lead other analysts in the use of these systems; provide advanced technical analysis; facilitate and manage intercepts; develop and recommend guidelines and relevant policies and procedures; perform technical troubleshooting; write reports; and testify in court.

Representative Positions:

Representative positions allocated to this classification series include, but are not limited to the following positions within the Division of Criminal Investigation: Criminal Analyst and Criminal Analyst – Senior in the Analytical Unit and Criminal Analyst and Criminal Analyst – Senior in the Computer Crimes Unit. Other positions within the Division of Criminal Investigation that for a majority of the time perform similar duties as those of the representative positions may be included in this classification series.

Criminal Analyst and Criminal Analyst – Senior, Analytical Unit

Positions in this unit provide tactical criminal analytical support to criminal investigations such as financial crimes, narcotics, arson, and homicide investigations. Contacts are primarily with law enforcement from state, federal and local agencies, as well as legal representatives from telephone companies. Positions provide training to state, federal and local law enforcement officials in analytical services, methods and techniques. Occasionally, work is performed under exigent circumstances.

Positions: collect raw data from various sources and investigative reports from special agents and local law enforcement agencies; use analytical methods and techniques to identify and analyze raw data to substantiate alleged criminal activity; correlate, integrate and evaluate information from investigative activities to assist in generating investigative leads; prepare written reports to document investigative activities and to summarize findings; use computerized analytical tools to create charts, timelines and link diagrams to demonstrate findings, including target relationships, sequence of events and criminal hierarchies; conduct meetings with agents and other law enforcement personnel to review investigative plans, recommend analytical services to further criminal investigations; assist law enforcement officers at crime scenes and during the execution of search warrants to identify and collect notes, files, records, etc., to analyze and use for investigative purposes; analyze and document financial records and practices to determine involvement in money laundering schemes, identify additional targets and locate forfeitable assets; facilitate and manage intercepts; testify at hearings and trials; establish and maintain professional working relationships with counterpart analysts and law enforcement officials.

Criminal Analyst and Criminal Analyst – Senior, Computer Crimes Unit

Positions in this unit provide tactical criminal analytical support to computer and internet crime investigations conducted by the Division of Criminal Investigation. Contacts are primarily with law enforcement from state, federal and local agencies. Positions provide training to DCI agents and local law enforcement agencies as well as presentations to parents, teachers and citizen groups. Occasionally work is performed under exigent circumstances.

Positions: receive electronic evidence including computers and disks from special agents, crime laboratory personnel and local law enforcement agencies; review and organize computer evidence; analyze computerized evidence including computer hard drives and other removable data by using forensic software programs to assist in the identification of criminal activities. Write reports; testify at hearings and trials; and establish and maintain professional working relationships with counterpart analysts and law enforcement officials.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective October 12, 2008 and announced in Bulletin OSER-0224-MRS/SC, in order to describe positions which provide criminal investigative analytical support for the Department of Justice/Division of Criminal Investigation. Positions allocated to this class series were formerly allocated to the Program and Planning Analyst and Forensic Computer Evidence Recovery classification series.

TTP/PSM
TAD
67201