



**Code: 1289**

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Examining and Licensing

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## **CLASS TITLE: INVESTIGATIVE ANALYST**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, the class performs independently conducting comprehensive investigative reviews of closed, confidential and sensitive disciplinary Chicago Police Department, Bureau of Internal Affairs, and Civilian Office of Police Accountability investigations, and performs related duties as required

### **ESSENTIAL DUTIES**

- Reviews investigations for completeness, accuracy, fairness, thoroughness, handling of evidence and witnesses, and objectivity
- Identifies both systemic and case-specific deficiencies and recommends cases be reopened for investigation
- Collects, analyzes, and interprets police and police accountability reports and related documentation to identify trends and develop benchmarks in areas of concern for potential independent, systemic-focused program reviews and audits
- Identifies investigations requiring additional action based on comprehensive reviews, intelligence derived from analytical activities and analysis of information in other investigations, audits, and program reviews
- Conducts site visits to observe, document, and analyze operations and examine records
- Prepares detailed reports of complex reviews and special projects conducted, including high-level analysis and findings, and makes recommendations for potential audits/program reviews for systems improvements
- Interviews difficult or uncooperative complainants, witnesses and employees to gather facts and evidence in order to conduct comprehensive reviews of investigations
- Testifies in court, at arbitrations, or before Personnel Board hearings on analysis conducted and material findings
- Supports, collaborates with, and provides consultation to Performance Analysts and other department personnel regarding problems, new analysis and investigative methods, and new information sources
- Assists in the development of internal training, section policies, practices, programs and procedures
- Consults with Chief Investigator for clarification or guidance, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree plus four (4) years of work experience in law, law enforcement, or investigation; or an equivalent combination of education, training and experience provided the minimum degree requirement is met

**Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

**PHYSICAL REQUIREMENTS**

- None

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

**Knowledge**

Moderate knowledge of:

- \*investigative analysis methods, techniques, practices, and procedures
- \*fact-finding and investigative interviewing methods, practices, and procedures
- \*evidence collection and analysis methods, practices, and procedures
- \*record keeping and report preparation methods, practices, and procedures

Some knowledge of:

- \*courtroom procedures and legal terminology
- \*applicable computer software packages

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- \*COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- MAKE SENSE OF INFORMATION – Quickly make sense of, combine, and organize information into meaningful patterns

**Other Work Requirements**

- ADABILITY/FLEXIBILITY – Be open to change (positive or negative) and to considerable variety in the workplace
- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
April, 2019