VISION:
A city that inspires

MISSION:
Working together to enhance the quality of life for all residents

VALUES:
Sustainability, Inclusivity, Innovation, Accountability, Excellence, Bilingualism

JUNIOR ANALYST

Codiac Regional RCMP – Job # P1261

CLOSING DATE: NOON – AUGUST 13, 2024

JOB SUMMARY:

Reports to the Manager of Offender Management. This position is comprised of 30% clerical work and 70% non-clerical work. The incumbent is responsible for offender management (Tracking of Parolees), tracking and preparing reports related to Prolific Offenders and handling the Crime Stoppers information and taking appropriate action regarding tips received. The work also involves responsibility for performing a variety of critical Police Reporting and Occurrence System (PROS) tasks. The incumbent will create strategies and improvement opportunities that support the overall business operation of the Codiac Regional Policing Authority and the Codiac RCMP. The incumbent will also participate in the determination, design and development of data collection strategies, techniques and methods used in the intelligence process by researching, evaluating, interpreting, and analyzing information to identify criminal trends and patterns and to develop tactical, operational and strategic intelligence products.   This position deals with highly sensitive information and requires a discrete, focused and detail-oriented person.

Starting Salary range: $58,893 - $69,294

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at **www.moncton.ca/careers**. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit **www.moncton.ca/careers** for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This position is a unionized position. The City of Moncton offers an attractive salary and benefits package in accordance to the City Hall Employees Association / PSAC Local 60200 Collective Agreement.

CHEA Collective Agreement   **City of Moncton Salary and Wage Scale**

EDUCATION:

- Must have a University degree in criminology, business administration, mathematics, statistics, law, public planning, public administration or university degree that has a focus on statistics.

- Must successfully complete the Criminal Intelligence (CI) entry examination and may be required to complete an understudy program.

EXPERIENCE:

- Requires minimum three (3) years of experience in performing similar or related duties. Experience in the private and/or public sector in areas of project management, facilitation of change management initiatives, strategic planning, policy development and research will be considered an asset

LANGUAGE:

- Fluency in both official languages is a requirement (English and French). As per provincial language proficiency standards, functional is determined to be at the Intermediate+ (2+) level or higher.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent knowledge of computer programs such as Microsoft Word and Excel and the ability to develop excellent abilities in PROS, CPIC, JISNB, UTS, PIP, Batchgeo, or any new RCMP computer system is a must.

- The incumbent must possess an above average degree of initiative, judgement, tact and ability in that he/she is frequently required to do work without supervision or assistance The confidential nature of many areas of this section also requires a high degree of integrity on the incumbent's part. This person must be able to interpret policies and procedures contained in government directives and RCMP manuals.

- The incumbent must be able to manage multiple priorities and possess excellent analytical and interpersonal skills and possess a high degree of independent judgment. Exceptional time management skills and organization capabilities are required. This role operates in a fast-paced, deadline driven environment.

OTHER:

- Must have and maintain a valid Class 5 New Brunswick driver's license

SUPERVISION:

- No supervision of other employees is required.

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CONDITIONS OF WORK:

- Offender Management / Crime Reduction unit is a busy and complex office environment following tight deadlines and being able to work under pressure. The workload is generally heavy and may lead to periodic frustration. Good thinking and judgement in solving problems and taking immediate action is required as information can be time sensitive. Must be detailed oriented and focused as operations can be crucial to the security of the public and members.

- The working conditions are in concurrence with the CHEA/PSAC Local 60200 Collective Agreement.

ADDITIONAL COMMENTS:

- It is a condition of employment that the incumbent must be of the highest integrity and character and will be subjected to RCMP security screening. This involves background and character investigation of successful applicants and their immediate families. This is required prior to the necessary level of security clearance being granted for this position. Must maintain necessary RCMP security clearance requirements for this position throughout the duration of employment. Failure to do so will result in loss of employment. Similarly, the incumbent's use of all police information will be in accordance with RCMP policy, regulations and directives. Since the work is of a confidential nature, the incumbent must be prepared to undertake an Oath of Affirmation of Secrecy.

- Must be willing to participate in required training courses, which could include the need to travel.

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