



Crime Analyst I - Training Opportunity (Permanent, Full-Time) - 1550

Close Date: Open Until Filled

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

The Crime Analyst I is a dynamic position that works alongside the RCMP and supports the Crime Analyst II's in their roles. This position works closely with the Crime Intelligence Unit to assist RCMP members in criminal investigative activities, operational programs, and crime reduction strategies under the limited supervision of the Records Management Systems Supervisor. If you are highly analytical and enjoy critical thinking, this role is for you!

Welcome to the vibrant heart of British Columbia, where the majestic Thompson River flows amidst stunning landscapes and a community steeped in history and culture. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit! Nestled in the Thompson Valley and surrounded by the rugged beauty of the Interior Plateau, Kamloops boasts a unique blend of urban amenities and outdoor adventure. From its bustling downtown core, alive with eclectic shops and diverse culinary delights, to its vast network of trails, parks, and recreational facilities, Kamloops offers something for everyone.

Whether you're an outdoor enthusiast seeking thrills on the mountain bike trails of nearby Kamloops Bike Ranch, a history buff exploring the city's rich Indigenous heritage at the Secwépemc Museum and Heritage Park, or a foodie delighting in the farm-to-table cuisine of its local restaurants, Kamloops welcomes you with open arms and boundless opportunities to explore, discover, and connect.

The successful candidate must have the following qualifications:

1. Minimum of two years post secondary education in Business or Social Sciences.
2. Proficient in intermediate Word and intermediate Excel, as demonstrated through testing (70% pass rate required).
3. Proficient in alphanumeric data entry, as demonstrated through testing.
4. Minimum of six months previous experience within the last three years working in a police municipal support environment using computer systems such as, but not limited to, ROSS, CPIC, PRIME, JUSTIN, TEAM, etc.

OR

Minimum of one-year previous office experience that includes conducting research, statistical and data analysis, compilation of data and information, records management, document creation and review, data entry, and administrative support.

5. Shortlisted applicants must successfully pass a RCMP National Test for Intelligence Analysts administered by the E Division Crime Analysis Section (EDCAS) in order to proceed to the interview stage. **Note that applicants who have written and failed the EDCAS/RCMP entrance exam within the last six months are not eligible to retest for this recruitment process.**

6. Ability to obtain and maintain RCMP Top Secret Level Security Clearance. If you are unable to obtain or maintain an RCMP Top Secret Level Security Clearance, your employment with the City will be terminated. (To be considered for an RCMP Top Secret Level Security Clearance, applicants must be a Canadian citizen).

Please note, this Training Opportunity posting coincides with a posting for a fully qualified Crime Analyst I (1549). Our preference is to hire a fully qualified candidate. However, if there are no candidates deemed fully qualified, candidates for the Training Opportunity will be considered.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE local 900 position.

This position will remain open until filled. This posting may close anytime after March 13, 2025 if a qualified candidate is found.

For further information on the Crime Analyst I position, please see the attached job description for the fully qualified position. For further information on the details of the training opportunity, please see the attached terms and conditions.

Awarding of Training Opportunity:

To be successful for this training opportunity, senior applicants must meet the above requirements. Applicants are able to participate in a maximum of three training opportunities within the Department.

On-the-Job Experience and Training:

The most senior qualified candidate for this opportunity will be gaining experience towards becoming a fully qualified Crime Analyst I. The exact length of the training opportunity may vary based on the previous experience of the successful candidate; however, for this training opportunity it will be up to two years.

Pay Rate:

The successful applicant for this training opportunity will receive the pay rate of Pay Grade 9 (inside), \$38.100 per hour to start. After successful completion of the Training Opportunity term, and being deemed fully qualified, the incumbent will move to a fully qualified Crime Analyst I Pay Grade 10 (inside).

Time Commitment to the Position:

The successful candidate will be required to remain in Crime Analyst I position for a minimum of the amount of time it took the candidate to become fully qualified.

Hourly Rate

\$38.100

Hours & Days of Work

Monday – Friday:

7:00am – 3:00pm

8:00am – 4:00pm

Hours per Week

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

Career Opportunity



External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.

CITY OF KAMLOOPS

JOB TITLE: Crime Analyst I

PAY GRADE: 10

NATURE AND SCOPE OF WORK

The Crime Analyst I performs skilled research and data analysis work of a complex nature under the general supervision of the Client Support Services Supervisor. Work involves assisting police investigators and Crime Analyst IIs by correlating crime data, demographics, and social issues for the prevention and identification of evolving or existing crime patterns and trends to forecast future crime occurrences. The position assists with providing statistical information on crime analysis and research to RCMP members, management, and outside agencies. Work also involves the dissemination of information and analyses to expedite information flow in the manipulation of data and coordination of information to assist internal police clients and/or organizations. The work involves exposure to graphic images of violent offences, crime scenes, and victims of crime. The incumbent maintains statistics within databases and assists in establishing links to related crime activities, as required, for access by investigating RCMP members. The incumbent also assists in advising members on how to effectively review and understand the information and the collection of the information. Frequent deadlines or emotional strain is a recognized part of the job. The job involves inside work with very good working conditions. The incumbent is responsible for the accuracy of the work and attention to detail. Work is reviewed by the Client Support Services Supervisor or the Crime Analyst II, but errors are difficult to identify and could result in loss of service or delays. Relationships are of a more specialized and sensitive nature, and the incumbent is required to exercise considerable courtesy, tact, and diplomacy when dealing with other staff, RCMP members, and external agencies.

ILLUSTRATIVE EXAMPLES OF WORK

1. Assists the Crime Analyst II and RCMP members in police investigations by reviewing, analyzing, and correlating various details and data specific to crime activities (e.g. homicides, prostitution, drugs, sexual assault, and robbery).
2. Utilizes a variety of computer systems, database software, and search strategies to generate information.
3. Prepares suspect and victim profiles, suspect lists, and other graphic representations of criminal activity.
4. Maintains existing information and data files, and assists with the creation of customized crime pattern programs and documents for RCMP members working on the investigation file.
5. Liaises with external agencies and government departments, including assisting with the delivery of briefings and reports on crime trends and related patterns to RCMP members and/or organizations as requested.
6. Establishes and maintains working relationships with RCMP members, staff, and external agencies.
7. Assists with the preparation and presentation of statistical information and crime analysis and presents materials and presentations when requested.
8. Develops and maintains documents; presentations; forms; educational literature; and equipment used for presentations, meetings, and workshops.

9. Receives and responds to requests for information in the computer database systems or paper case files, referring sensitive requests to the Crime Analyst II and/or senior RCMP staff in accordance with procedures.
10. Keeps abreast of developments in the field of crime analysis.
11. Performs data entry of information as well as compiling, copying, and correlating data related to crime activities and investigations.
12. Performs word processing, file maintenance, member scheduling, and other related office support duties.
13. Attends, participates, and records minutes in RCMP and community meetings and acts as a liaison on behalf of the City and RCMP for program delivery and support.
14. Performs related duties as required.

REQUIRED SKILLS, ABILITIES, AND KNOWLEDGE

1. Working knowledge of research, statistical, and analytical principles, practices, procedures, methods, and techniques.
2. Working knowledge of retrieval techniques for researching and extracting information from a variety of computer databases, commercial databases, and the Internet to conduct searches for information.
3. Considerable knowledge of RCMP computer systems (ROSS, CPIC, PRIME, TEAM, JUSTIN, etc.) and basic knowledge or understanding of police investigation techniques.
4. Working knowledge of statutory regulations, federal acts, and the Criminal Code as they relate to the release of information.
5. Considerable proficiency in administration procedures and practices.
6. Considerable knowledge of computers, office equipment, applications, and software.
7. Ability to analyze information, solve problems, and provide statistical data.
8. Ability to create and conduct presentations, including the ability to use projectors and other audio-visual aids.
9. Ability to provide court testimony as required.
10. Ability to communicate effectively both written and verbally.
11. Excellent interpersonal, multi-tasking, and organizational skills.
12. Ability to exercise independent judgment in determining work priorities.
13. Ability to process graphic and disturbing material such as photographs, audio, and videos.
14. Demonstrated ability to work effectively in a team environment, maintain trust and confidentiality of information at all times, and deal with stressful situations and work under pressure of deadlines.

PREFERRED TRAINING, EXPERIENCE, MEMBERSHIPS, ETC.

1. Completion of post-secondary coursework in applied research and statistics.
2. Completion of a Bachelor of Technology in Forensic Investigation, Crime and Intelligence Analysis from the British Columbia Institute of Technology.
3. Previous work experience that includes the use of research, statistical, and analytical principles, practices, procedures, methods, and techniques.

REQUIRED EXPERIENCE, LICENCES, CERTIFICATES, ETC.

1. Completion of senior secondary school or its equivalent.
2. Minimum of two years post secondary education in Business or Social Sciences.
3. Proficient in intermediate Word and intermediate Excel, as demonstrated through testing.
4. Proficient in alphanumeric data entry, as demonstrated through testing.
5. Minimum of two year's previous experience within the last five years working in a police municipal support environment using computer systems such as, but not limited to, ROSS, CPIC, PRIME, JUSTIN, TEAM, etc.
6. Shortlisted applicants must successfully pass an RCMP National Test for Intelligence Analysts administered by the E Division Crime Analysis Section (EDCAS) in order to proceed to the interview stage. Note that applicants who have written and failed the EDCAS/RCMP entrance exam within the last six months are not eligible to retest for this recruitment process.
7. Ability to obtain and maintain RCMP Top Secret Level Security Clearance.

HOURS OF WORK

Non-normal day shift.

Training Opportunity Terms & Conditions

The City of Kamloops encourages career development and professional growth for its employees. Training postings (including training opportunities and "in-training" postings) allow staff the prospect of moving into an area of the City operations that they may not otherwise have the experience or qualifications to bid into.

To support this, the parties have adopted the following terms and conditions for training postings. To illustrate your acceptance of the terms and conditions, please initial each item and date and sign at the bottom.

1. MANAGEMENT/EMPLOYEE RESPONSIBILITIES

The City recognizes that there is a joint responsibility for the development and success of the trainee. It is management's obligation to regularly monitor and assess the trainee's work to ensure that he/she is completing the requirements of the training. It is the employee's obligation to meet the commitments of the training posting, attend any training or educational sessions required and to participate in applicable duties at the workplace.

2. TRAINING TERMS

Training terms may vary in length, based on the amount of experience that the successful qualified applicant brings to the position.

3. ACCESS TO TRAINING

Employees will be allowed to access a maximum of two of the training types (training opportunity and/or in-training) during their employment with the City. The third training type, apprenticeship, will have a maximum of one opportunity.

Where the situation exists for an employee to pursue multiple opportunities related to a particular career path within a Division, consideration will be given on a case by case by the Employer to waive the access restrictions.

4. EMPLOYEE COMMITMENTS

- a) Employees must commit to the training term stated on the posting.
- b) After completion of the training term, employees must remain in the position for the commitment term stated on the posting.

OUR CORPORATE MISSION IS . . . to provide the best possible services to our citizens that reflect the will of Council and provide a balance of benefits to the community.

- c) For a period of one year after completing the training term, employees (unless they are otherwise employed full time outside of the classification), must accept any vacant shifts that should arise in the classification they have been trained in if that shift remains vacant after a posting or bid meeting process.

Any employee who does not fulfill the commitments of a training posting through his/her own actions will not be allowed access to any other training types in the future.

5. SENIORITY FOR TRAINEES

New employees hired for a training position will not obtain seniority during the training term. If confirmed in the position, seniority will be calculated as per the Collective Agreement and given to the employee at that time.

6. LAYOFF AND RECALL FOR TRAINEES

The trainee will be laid off before junior, fully qualified incumbents in the classification. The trainee will be recalled last after junior, fully qualified incumbents in the classification.

7. TRAINEE PROBATIONARY PERIODS

The probationary period for externally hired employees will be equivalent to the training term. As per Article 10(d), the employment of these employees may be terminated at any time during the probation period at the absolute discretion of the employer, provided however, that such discretion is not used in an arbitrary, perverse, or capricious manner.

Employees with seniority who do not fulfill the commitments of a training posting or who are deemed unsuccessful after passing probation will forfeit the right to return to his/her former position but will be allowed to use his/her seniority for one year to bid on another position.

The Union has agreed to consider requests for longer probationary periods based on the length of the training term and/or a trainee's progress.

8. OVERTIME CALL OUT

In the event of an overtime call out, fully qualified staff will be called first. Trainees may be considered at management's discretion.

Employee

Date