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 Office Associate, Office Operations Associate, Operations Program Associate, or other support classifications.

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.   <u>Entrance Into and Progression Through This Classification Series</u>

Entrance into this series is by competition and positions typically enter the series at the entry level. Movement to the Senior will occur through reclassification, as the employee satisfactorily attains the specified training, education, or experience. A position designated as a lead worker will be entered solely through competition.

E.   <u>Definition of Terms</u>

- Analysis – The evaluation of information and its comparison to other information to determine the meaning of the data in reference to a criminal investigation.
- Data – Distinct pieces of digital information that have been formatted in a specific way.
- Digital Media – M that are encoded in machine-readable formats and can be created, viewed, distributed, modified and preserved on digital electronics devices.
- Intercepts – The legal process of telecommunications intercepts.
- 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.

II.   DEFINITION

CRIMINAL ANALYST

This is an entry/developmental level with positions performing work similar to that described at the senior level under close to limited supervision. The incumbent is responsible for attaining a working knowledge in a variety of assignments that may include the use of analytical techniques; familiarity with all applicable statutes (federal, or state), regulations, and policies and procedures; utilizing specialized software and information systems; developing skills to receive, analyze, produce and disseminate analytical products; and providing support in investigations and ongoing operations.

CRIMINAL ANALYST - SENIOR

This is the objective full performance level for positions in this series that work under general supervision. For a majority of the time positions as this level will perform the following duties: independently provide criminal investigation support to special agents and other law enforcement; manage and use specialized forensic software packages; develop curriculum; administer in-house training and provide training to federal, state, and local law enforcement; 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. Positions within the series fit within two allocation patterns: 1) Intelligence Analysts, and 2) Digital Forensics Examiner.

Positions allocated as Intelligence Analysts provide strategic analytical support to criminal investigations such as violent crimes, cyber and financial crimes, missing and exploited persons, and threat analysis. Contacts are primarily with law enforcement from state, federal and local agencies, as well as legal representatives from telecommunication providers. Positions collect raw data from various sources and investigative reports from special agents and other 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; use computerized analytical tools to create charts, timelines and link diagrams to demonstrate findings, including target relationships, sequence of events and criminal hierarchies; recommend analytical services to further criminal investigations; analyze and document financial records and practices to determine possible criminal or fraudulent activities or forfeitable assets; and establish and maintain professional working relationships with counterpart analysts and law enforcement officials. Occasionally work is performed under exigent circumstances.

Positions allocated as Digital Forensics Examiner provide specialized testing and analyses in the examination digital media, or other data, for the presence of evidence relating to criminal investigations. Contacts are primarily with law enforcement from state, federal and local agencies. Positions use specialized software or equipment to extract evidence from seized devices (e.g., computers, hard drives, cell phones) in the field or office in the field or the office; review and organize electronic evidence and analyze data using specialized forensic program to assist in the identification of criminal activities; provide training to the Division of Criminal Investigation agents and other law enforcement agencies as well as presentations to parents, teachers and citizen groups; and establish and maintain professional working relationships with counterpart analysts and law enforcement officials. Occasionally work is performed under exigent circumstances.

Positions may also function as a mentor or act as resource/consultant for other Criminal Analysts (or others) and may function as the agency subject matter expert for the program area, to include providing training and guidance on specialized tasks and recommending procedural updates.

A position at this level may also be designated as a lead worker. Lead workers do not have supervisory authority as defined under s. 111.81(19), Wis. Stats, but do have permanently assigned duties including training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent classified employees. **Note:** Lead workers cannot "share" the responsibility of leading the work of the same employees and all positions so designated must be entered through competition.

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. This series was updated effective October 205, 2020, and announced in bulletin DPM-0536-CC/SC, to update the entrance and progression through language, the definition of terms used within this classification, to make general updates to the definition language to better reflect current practices and

technology, and to clarify that a senior level position can be designated a lead worker and to remove the representative positions in favor of defined allocation patterns.

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