

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

CRIMINAL ANALYST SUPERVISOR

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 Supervisor positions located in the Department of Justice/Division of Criminal Investigation which supervise performance of specialized analytical and technical support for investigative activities, and/or 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 the position 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 supervision of professional criminal analytical services to support the investigative activities of certified law enforcement staff. The positions lead, direct and supervise staff in the specialized analytical and technical support of criminal investigative activities. Positions in this classification must meet the statutory definition of supervisor as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of professional and supervisor as defined in s. 111.81(15) and (19), Wis. Stats, as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that, for a majority of the time, supervise employees that conduct criminal investigations as certified police officers and are more appropriately classified as Special Agent in Charge.

3. Positions employed outside of the Department of Justice, Division of Criminal Investigation.
4. Positions which, for a majority of the time, supervise employees who perform administrative or paraprofessional support duties and which are more appropriately classified as Program and Policy Supervisors.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is by competition.

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 SUPERVISOR

The professional supervisory positions allocated to this classification work under extremely limited supervision. Incumbents are very knowledgeable in a wide variety of subjects relating to supervision of 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 communication intercepts systems; proficiently determine appropriate analytical methodologies; effectively use PC hardware/software including analytical tools, spreadsheets, database management programs and specialized forensic software packages. Subordinate

employees 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. The Criminal Analyst Supervisor leads and directs employees who independently provide complex criminal investigation support to special agents and local law enforcement; manage and use complex specialized computer forensic software packages, perform technical troubleshooting; write reports, and testify in court. The Criminal Analyst Supervisor trains and leads analysts in the use of these systems; oversees the process of advanced technical analysis; facilitates and manages communications intercepts, develops and recommends guidelines and relevant policies and procedures.

Representative Position:

Criminal Analyst Supervisor, Internet Crimes Against Children: This position acts as a supervisor within the Division of Criminal Investigation's Internet Crimes Against Children (ICAC) Task Force. This position is responsible for providing specialized law enforcement analytical services in support of statewide investigative and intelligence programs. Responsibilities include: supervise and direct the programs and procedures related to analysis support within ICAC; supervise and direct the personnel within the ICAC forensic analysis lab; and establish and maintain cooperative working relationships with other state, local and federal law enforcement agencies and prosecutors' offices to provide valuable analysis and expertise related to child sex predator crimes.

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 November 4, 2012 and announced in Bulletin OSER-0316-MRS/SC to accommodate the need for supervisors to be skilled in the areas of computer intelligence and evidence analysis.

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