



Code: 1258

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Examining and Licensing

CLASS TITLE: INVESTIGATIVE ANALYST-CPD

CHARACTERISTICS OF THE CLASS

Under supervision, the class performs independently conducting comprehensive investigative reviews of homicide, nonfatal shooting and cold case reviews in the Chicago Police Department Detectives Division, and performs related duties as required.

These are part time positions.

ESSENTIAL DUTIES

- Reviews and audits homicide, nonfatal shooting, cold case files and supplementary documents (e.g., crime scene, crime lab, and evidence reports) for completeness and accuracy and to determine if additional investigative steps are required
- Analyzes a variety of records, internal department databases and evidence to identify patterns and validate case information
- Utilizes investigative audit tools, software and analytical platforms to assist in the review of case files
- Reviews narrative portions of reports to verify justification of final offense classifications
- Identifies case deficiencies and recommends cases be reviewed by Detectives for further investigation
- Prepares detailed reports identifying case deficiencies and recommendations
- Works with criminal investigators to improve investigative response
- Attends law enforcement agency meetings to share information and to stay abreast on current investigative methods and case developments

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

- Eight (8) years of work experience in law enforcement or investigation, **OR**
- Graduation from an accredited college with an Associate's degree plus six (6) years of work experience in law enforcement or investigation, **OR**
- Graduation from an accredited college or university with a Bachelor's degree plus four (4) years of work experience in law enforcement or investigation, **OR**
- Graduation from an accredited college or university with a Master's degree or higher plus three (3) years of work experience in law enforcement or investigation,

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 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

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.

City of Chicago
Department of Human Resources
March, 2020; May, 2025