



Code: 9003
Family: Human Resources
Service: Public Safety
Group: Police Service
Series: Police Administrative

CLASS TITLE: CRIMINAL HISTORY ANALYST

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises and participates in the review, evaluation and verification of criminal history records for Police Department arrestees, and conducts criminal history background checks for candidates applying for city employment, and performs related duties as required

ESSENTIAL DUTIES

Department of Human Resources (DHR)

- Coordinates the conduct of criminal background checks of candidates for employment, promotion or reinstatement with the City of Chicago, ensuring fingerprints are submitted to city, state and federal law enforcement agencies for investigation of criminal convictions
- Receives and reviews results of criminal background checks, using a security code to access and retrieve electronic records and print out reports/results of criminal background checks
- Forwards reports of cleared fingerprints, i.e. no criminal convictions, to appropriate staff for further processing of employment candidates
- Conducts detailed review of reports to obtain specific information on criminal activities including charges and disposition and assesses whether candidates properly disclosed the information on background disclosure forms
- Researches public records on the Internet to obtain additional information about criminal convictions as needed and to locate local and state law enforcement personnel
- Contacts Chicago Police Department, local and state law enforcement agencies to request and obtain additional information on criminal records for cases with incomplete or missing information; makes phone contact with appropriate personnel and prepares correspondence to request information as needed
- Prepares reports and correspondence of criminal background results with employment recommendation to operating departments and submits to the Commissioner of Human Resources for approval
- Prepares correspondence to applicants informing them of criminal background reports and their failure to disclose information on applications; reviews applicants response and support documents and determines whether errors were made on criminal background reports
- Advises operating departments on DHR's policies regarding the hiring of candidates with criminal history backgrounds

Chicago Police Department

- Supervises staff engaged in the review and evaluation of criminal history records, conducting court ordered criminal history searches and posting felony probation dispositions onto department records
- Trains staff on procedures for accessing criminal history information from department, county, state, and federal law enforcement databases
- Ensures arrest warrants are correctly classified and updates rap sheets, as required
- Identifies and corrects errors on criminal history records and notifies appropriate agencies
- Prepares and maintains unit activity reports

- Fingerprints individuals using Live Scan equipment, as required

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

- Five years of work experience researching and updating criminal history records; or an equivalent combination of education, training, and experience

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, scanner)
- Fingerprint scan device

PHYSICAL REQUIREMENTS

- Ability to operate a personal computer and related equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- law enforcement databases, including accessing data and appropriate dissemination of information

Some knowledge of:

- *applicable writing techniques
- *applicable computer software packages and applications
- fingerprinting and fingerprinting standards to take quality prints for submission into database
- supervisory methods, practices, and procedures

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, taking 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
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

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

Other Work Requirements

- 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
- ANALYTICAL THINKING - Analyze information and use logic to address work or job issues and problems

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
June, 2012