



**Code: 9119**  
Family: Public Safety  
Service: Public Safety  
Group: Police Service  
Series: Police General Duty

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## **CLASS TITLE: SENIOR INTELLIGENCE ANALYST**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, the class performs at the fully-functional level performing complex and specialized, confidential research and analytical work to provide crime and intelligence information in support of law enforcement activities including criminal investigations, patrol operations and crime prevention, and performs related duties as required

The work of the Senior Intelligence Analyst is of a highly and confidential nature due to the restricted and classified data received within the Chicago Police Department's Crime Prevention Information Center (CPIC) Fusion Center. Positions in the class report to a Police Lieutenant or higher rank.

### **ESSENTIAL DUTIES**

- Designs analytic approaches and collection plans for gathering, organizing and charting classified and restricted intelligence and homeland security issues following established CPIC and departmental procedures
- Analyzes complex homeland security, intelligence, law enforcement, and other non-law enforcement data and trends (e.g., crime analysis, demographic analysis, financial analysis, association links and process flows, geospatial analysis)
- Conducts threat, vulnerability, and/or consequence assessments
- Develops structured analytical techniques and conclusions based on detailed research and analysis of intelligence information and data
- Writes reports and develops links between criminals and crime groups or patterns of criminal activity for use by law enforcement personnel, City departments and other outside agencies
- Researches, compiles and organizes intelligence information and statistics using various database systems, Internet searches, and other sources to support investigations (e.g., investigative interviews, academic research, newspapers)
- Analyzes and evaluates complex intelligence information and data received from a variety of sources (e.g., local, state and federal law enforcement agencies, databases, public records) to assess the reliability of sources and the validity of content
- Applies inductive and deductive reasoning in analyzing data, and translates into viable intelligence information for use in investigations and other law enforcement purposes
- Prepares graphic presentations of data (e.g., charts, graphs, and matrices), presenting intelligence information with organized facts and statistics to provide investigative leads to suspects, crimes or criminal organizations
- Reviews, authors and prepares for distribution various intelligence bulletins and other informational materials related to office safety alerts, briefings and other law enforcement messages and alerts
- Briefs command staff and agency partners on analytic products and findings
- Compiles investigative information case files and packets on specific criminal cases such as murders and shootings
- Designs, uses and maintains databases and software applications, such as geographic information systems (GIS), social network and link analysis tools and artificial intelligence tools

- Provides oral briefings, court testimony and other presentations and trainings on analytical products and techniques
- Responds to requests for information and acts as a liaison with law enforcement organizations and agencies for the purpose of information sharing, community policing, and crime prevention strategies
- Stays abreast of current events and activities and participates in seminars, webinars and other activities for professional development purposes
- Shares best practices in homeland security and law enforcement intelligence output and impact
- Mentors new analysts on the analytic process and agency policies and procedures
- Represents the department at various meetings and conferences and assists with special crime and intelligence projects, as required
- Provides courtroom testimony, 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**

- Six (6) years of work experience analyzing intelligence information for a military, government or law enforcement agency, **OR**
- Graduation from an accredited college with an Associate's degree, plus four (4) years of work experience analyzing intelligence information for a military, government or law enforcement agency, **OR**
- Graduation from an accredited college or university with a Bachelor's degree, plus two (2) years of work experience analyzing intelligence information for a military, government or law enforcement agency, **OR**
- Graduation from an accredited college or university with a Master's degree or higher, plus one (1) year of work experience analyzing intelligence information for a military, government or law enforcement agency

### **Licensure, Certification, or Other Qualifications**

- As a condition of employment position(s) must be able to obtain and maintain SECRET Clearance issued by the Department of Homeland Security
- A valid State of Illinois driver's license is required

## **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, hand-held computer, scanner)
- Photographic and video equipment

## **PHYSICAL REQUIREMENTS**

- None

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**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Comprehensive knowledge of:

- \*principles and techniques of inductive and deductive reasoning
- \*research and reporting methods, tools and techniques
- criminal intelligence process and cycle
- analytical techniques used in the development and dissemination of intelligence information
- law enforcement databases, including accessing data and appropriate dissemination of information

Moderate knowledge of:

- \*applicable writing techniques
- \*Microsoft Office application suite
- applicable federal and state laws, regulations and guidelines

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

**Skills**

- \*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
- \*COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*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
- WRITE – Communicate information and ideas in writing so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- RECOGNIZE PROBLEMS - Tell when something is wrong
- g or is likely to go wrong
- IDENTIFY PATTERNS – Identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material

**Other Work Requirements**

- ADAPTABILITY - Able to adapt to different environments and roles while remaining alert and ready to take intelligent action in the event of a security crisis or situation

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- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
  - **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
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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.

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