



INTELLIGENCE ANALYST - LIMITED DURATION

Department: Emergency Management

Job Class: 565700

Pay Range: Professional 05

FLSA: Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are **not** intended to reflect all duties performed within the job.

GENERAL FUNCTION: This position is a limited duration professional level Intelligence Analyst in the Pierce County Emergency Management Department. The essential responsibility of this classification is to conduct intelligence based investigations, analyze threats, act as liaison to develop recommendations for establishing or changing Force Protection and Antiterrorism policies and procedures, and to facilitate decisions and maintain situational awareness for regional law enforcement CEO's and executive staff.

ESSENTIAL FUNCTIONS:

- Conduct intelligence based investigations, analyze threats, develop sources in furtherance of set goals and objectives as defined in the mission statement, develop intelligence summaries, messages, and alerts facilitating decisions and maintaining situational awareness for regional law enforcement, CEOs, and executive staffs.
- Develop recommendations for establishing or changing Force Protection and Antiterrorism policies and procedures through frequent liaison activities with partner agencies and organizations possessing pertinent information, such as local, state, and federal law enforcement agencies, State Fusion Center, Terrorism Early Warning Groups, and State Emergency Management agencies.
- Perform ongoing research and predictive analysis, and perform event based threat assessment and information management services, including supporting the protection of critical infrastructure and key resources, to assist agencies with asset deployment management. Identify, interdict, and suppress all forms of terrorism and provide for the homeland security of the region.
- Collect, interpret, analyze and prepare a variety of routine to complex statistical and analytical information and intelligence.
- Monitor federally identified domestic terrorism threat groups, extremists, anarchy groups, and street gangs. Build analytical products in order to assess, predict, and prevent extremist and terrorist activity.
- Monitor and provide real time investigative field support during events of civil disturbance.
- Maintain situational awareness of activity in Pierce County, neighboring jurisdictions, the state, and beyond in order to create a common operating picture.
- Develop, create and disseminate a weekly intelligence bulletin based on situational awareness.
- Develop, create and disseminate intelligence, officer safety, homeland security and special bulletins outlining and analyzing current, previous and potential future events or persons posing a threat to the region.
- Provide direct support to research and drafting of force protection and antiterrorism plans to include critical infrastructure protection and management.
- Apply problem solving techniques to assist in the decision making process and track resolution progress, provide progress updates and reports as required.
- Plan, organize and maintain subject matter files which may include the classifying, cross-referencing and indexing of technically specialized subject matter. Files contain overlapping categories where proper processing requires analysis of several varying factors related to the subject matter (i.e. category of crimes, patterns, locations, time and dates, victims, etc.) in accordance with Federal and State regulations and guidelines (28 CFR Part 23).

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- At the request of the designated Pierce County Sheriff's Department, Tacoma Police Department or Emergency Management Department designee, prepare and provide verbal, visual or other types of presentations for departmental and regional Command Staff and management teams, on criminal intelligence and terrorism issues in a problem solving environment.
- Operate and provide training on specific software products to include i2 Analyst Notebook, IBridge, and Penlink intelligence programs.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned work site.
- Meet the travel requirements of the position.
- Perform the physical requirements of the position.
- Work a flexible schedule, which may include evening and weekends.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the direction of the Emergency Management Director in collaboration with the Sheriff's Department with employee expected to work independently after objectives, priorities and deadlines have been defined.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The work environment for Intelligence Analyst varies depending on the area assigned. Office work is required on a routine basis. Travel to various work sites and/or meeting locations is required; Work is generally completed on a regularly scheduled basis, however, work schedules may require the incumbent to work a flexible schedule, holidays, weekends and may require reporting to work in the event of emergency.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing is required. There is frequent walking, sitting, bending/stooping, climbing, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel to various work sites and attend meetings away from regular work site may be required. Work under stress and pressure conditions during an emergency may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Federal, state and local laws.
- The current developments and trends in the field of emergency management and homeland security including current history and international affairs.
- Current strategic planning, performance management and communications trends and methods.
- Specialized subject matter knowledge or of the intelligence community.
- Incident command system.
- Accountability methods and standards, and performance measurement systems.
- Modern communication methods including the web and social media.
- Information dissemination; and internal and external communications techniques.

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Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Use and operation of personal computer, word processing, PowerPoint, Excel and other spreadsheet programs.

Ability to:

- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Read, interpret and apply a variety of laws, rules, and regulations governing department operations.
- Establish and maintain effective working relationships with elected officials, associates, subordinates, employees of other agencies and with the general public.
- Express ideas clearly and effectively, orally and in writing.
- Express technical ideas and material in terms intelligible to the layman.
- Apply inductive and deductive reasoning,
- Maintain strict and complete confidentiality.
- Prepare a variety of correspondence, reports and other written materials.
- Work independently with minimal supervision.
- Interact smoothly and positively with managers and senior department personnel.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Physically perform the essential job functions.
- Meet the travel requirements of the position.

MINIMUM REQUIREMENTS TO APPLY: Must have a Bachelor's degree in criminal justice, law enforcement statistical analysis, intelligence or a related field; and, two years experience as a criminal intelligence analyst. Must have two years work experience in national security or intelligence analysis. Additional education or related experience may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Must possess certification of training meeting the Global Justice Information Sharing Initiative's Minimum Criminal Intelligence Training Standards for Law Enforcement and Other Criminal Justice Agencies in the United States. Must be proficient in the use of Microsoft Office Suite applications; and must have received formal training in i2's Analyst Notebook application and Penlink no later than one hundred and twenty (120) days from the date of employment. Must be able to obtain a federal Top Secret level security clearance.

Successful completion of a Pierce County background investigation is required prior to employment. Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position.