



# NON-SWORN MEMBER VACANCY

*The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.*

**DATE:** June 2, 2025

**JOB VACANCY MEMORANDUM NO.** 25-20

**TITLE:** Computer Services Analyst I - Investigative Analyst II - GRANT FUNDED

**ELEMENT OF ASSIGNMENT:** LE Resource Center (LERC)/Perpetrator Information Center (PIC)

**PAY RANGE:** 55

**STARTING MONTHLY SALARY:** \$5,077

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** June 16, 2025

## **REQUIREMENTS:**

**\*\*\* THIS IS A GRANT FUNDED POSITION \*\*\***

The role of the Investigative Analyst II is to provide analytical support and assist the mission of the Investigations Bureau. Duties include the collection and analysis of information provided by various sources. The Investigative Analyst II's duties require comprehensive and timely analysis to produce analytical products that are provided to the case detectives and outside law enforcement partners. The Investigative Analyst II is distinguished from the Investigative Analyst I position by tenure, skill level, and additional responsibilities such as mobile forensic certification, direct support in criminal investigation, and call-out duty as required.

## **Grant Funding Information:**

This position is grant-funded for the next two (2) years, with ongoing efforts to extend funding thereafter. During this period, employees will receive benefits and compensation identical to an established position. If funding is unable to be secured the position will be considered for elimination.

## **Essential Job Functions:** (Functions essential to attaining job objectives.)

1. Compile, organize, analyze, and interpret crime and offender data.
2. Provide timely and actionable information, investigative leads, and intelligence on past, present, and future crimes and trends.

3. Prepare and disseminate intelligence and tactical bulletins within KCPD and the region.
4. Research and review data relevant to criminal investigations (criminal history, RMS reports, vehicles, driver's licenses, phones, etc.) and assist in investigative requests.
5. Extract and review digital evidence from mobile devices utilizing forensic software (Cellebrite or similar) and other digital sources.
6. Attend and testify at depositions, trials, and other court functions as required.
7. Create and maintain GIS applications, databases, and layers.
8. Assist analysts in the development of crime analysis products, bulletins, mapping products, and pattern analysis.
9. Display a high degree of self-motivation, initiative, and strong interpersonal skills.
10. Maintain reliable and predictable attendance. May be required to work flexible hours, overtime, weekends, and/or holidays when needs arise.
11. Perform "call-out" duties as needed by the investigative unit requiring response to the office or other location.
12. Perform other duties necessary to support the department's mission.
13. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

**Job Standards:** (Minimum qualifications needed to perform essential functions.)

Experience with Esri GIS Suite (ArcPro, ArcGIS, ArcGIS Online), i2 Analyst Notebook, and Microsoft Office Suite is required. Certification in the department's current mobile forensic software, such as Cellebrite or a comparable platform, will be required. Certification will be required at the time of hire or must be obtained by the end of the 1-year probation period.

All needed certifications will be required to be maintained for the duration of the assignment unless no longer required as directed by the Division.

Incumbents may be required to pass extensive background and financial checks to obtain a secret/top secret clearance if required by the position.

**Physical Requirements:**

The majority of work will be performed at a stationary workspace, requiring the ability to remain seated for long periods. Minimal lifting of 5-20 pounds may be required.

**Education and Experience Requirements**

A bachelor's degree in Criminal Justice, Criminology, Geography, GIS, or related field is required. In addition, the

incumbent must have at least two years of recent experience working in a law enforcement analyst position

**Job Location:** (Place where work is performed.)

Work is primarily conducted in a standard office environment but may be relocated to the Emergency Operations Center if necessary.

**Equipment:** (Machines, devices, tools, etc., used in job performance.)

- Computers (Desktop, Laptop, Mobile Devices)
- Mobile forensics hardware and software (Cellebrite)
- Analytical Hardware/Software applications
- Large format plotting equipment
- Telephone
- Handheld Police Radios

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Sergeant Joe Merino** by no later than **JUNE 16, 2025**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than **JUNE 16, 2025**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during their full term of employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview, analyst assessment test and analytical problem/interview. Selected applicants must also submit to a TABE test, Keystroke test (80% accuracy), CVSA, MMPI, post-offer physical examination and drug screen.

***Captain Justin Pinkerton***

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Commander, Employment Unit