

## Missouri State Highway Patrol - Job Description

**Class Title: Assistant Director of MIAC**

**Title Code:**

**Range: 28**

**Effective Date: 07/01/2009**

**Review Date: 06/11/2009**

**Revision Date: 06/12/2009**

**Immediate Supervisor:** Director of MIAC

**Position Supervised:** Crime Information Analysts

**FLSA Classification:** Exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

### POSITION SUMMARY

This is a highly responsible administrative position. The position performs administrative work assisting in the implementation and management of a statewide criminal intelligence network. This position is also responsible for overseeing the Missouri Statewide Police Intelligence Network (MoSPIN) database. Work is performed independently under the general supervision of the Director of MIAC.

### DESCRIPTION OF DUTIES PERFORMED

Supervises the criminal analysis personnel, which includes: interviewing prospective employees; providing and/or recommending training; coordinating, scheduling and assigning work product; establishing performance measures, goals, objectives and priorities; evaluating work performance; providing feedback, direction and guidance; keeping personnel abreast of new or revised information; answering questions; and recommending and/or implementing personnel actions.

Performs a variety of administrative duties (e.g., approves employee time records, leave and schedule changes, expense reports and conducts employee performance evaluations, serves on committees as assigned and handles personnel issues and problems associated with assigned staff).

Creates, prepares, reviews and/or approves various intelligence and administrative documents (e.g., weekly/monthly reports, requisitions, articles for publication, bulletins, training material, memos, letters, gang identification cards, etc.) to disseminate information and to ensure the required information is accurate and in compliance with the established standards.

Prepares and distributes comprehensive reports covering High Intensity Drug Trafficking Areas (HIDTA) and Regional Information Sharing Systems (RISS).

Provides support to the Director of MIAC in general management, attends meetings, participates in conference calls, corresponds via email, verifies and approves outgoing MIAC information.

Recommends and complies with policies and procedures regarding the collection and dissemination of criminal intelligence information.

Ensures quality control of records on statewide and national level; schedules audits to ensure accuracy and integrity of records; contacts criminal justice agencies regarding sensitive information.

Prepares and presents oral and written briefings to Department of Public Safety, the Patrol, and other law enforcement agencies on the results of criminal intelligence analyses.

Acts as a liaison to various internal and external groups/individuals to provide analytical assistance, collect and/or disseminate intelligence data, and share resource sources.

Assesses intelligence information requirements or needs in order to recommend, plan prioritize and implement collection plans, targets or case strategies.

Provides MIAC/MoSPIN training to law enforcement personnel.

Performs job-related travel as needed.

Performs other related duties as assigned.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of MoSPIN and National Virtual Pointer System (NVPS) databases.

Knowledge of Lotus Notes applications and development.

Knowledge of all major software systems utilized in the MIAC.

Knowledge of the concepts, characteristics, and capabilities of MIAC computer related operations, databases, and equipment.

Working knowledge of the principles and practices of administration and effective supervision.

Ability to use the Missouri Uniform Law Enforcement System (MULES).

Ability to understand RISSGate Software and Secure Socket Layer (SSL) processes.

Ability to comply with the parameters of 28 CFR part 23 compliant intelligence information.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to comprehend, analyze, and research problems of a complex nature and make decisions to facilitate problem resolution.

Ability to organize and plan work effectively.

Ability to report for work with short notice.

Ability to multitask effectively.

Ability to establish and maintain harmonious working relations with other employees, government officials, and other personnel.

Ability to plan, assign, direct, and train subordinates.

Ability to prepare reports and documentation as needed.

Ability to perform administrative duties as outlined in the description of duties.

Ability to perform job-related travel.

Ability to lift and transport computer equipment and supplies (e.g. laptops, projectors, monitors, printers, etc.).

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g. written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION AND TRAINING REQUIRED

Bachelors Degree in criminal justice, or related field and five years experience with a criminal justice, military or government intelligence agency or criminal intelligence network organization, or in a business, financial, or academic environment, compiling data, analyzing findings and writing reports that indicate relationships between various parties;

OR

Nine years experience with a criminal justice, military or government intelligence agency or criminal intelligence network organization, or in a business, financial, or academic environment, compiling data, analyzing findings and writing reports that indicate relationships between various parties;

OR

Three years as a Criminal Intelligence Analyst II under the Missouri Uniform Classification and Pay System.

NECESSARY SPECIAL REQUIREMENTS

Must be able to obtain and maintain Secret Security Clearance.

Ability to pass a comprehensive background check necessary to have access to criminal intelligence and other information in the Missouri Information Analysis Center.

Must successfully complete MULES training within the first six months of appointment or as soon as scheduling permits, as well as yearly re-certification.

Must be a resident of Missouri at the time of appointment.