



Classification: Criminal Intelligence Analyst Supervisor (MIAC)

Title Code: V00586

Pay Range: 22

POSITION SUMMARY: This is a highly responsible supervisory position at the Missouri Information Analysis Center (MIAC). An individual in this position is responsible for overseeing and coordinating workflow and personnel within an assigned section. This position is also responsible for analyzing and assessing criminal information of a confidential nature and developing comprehensive analytical reports based on available data. The employee is also responsible for quality control of data entered into various intelligence databases to maintain the integrity of intelligence data received and/or disseminated. Work is performed independently under the general supervision of an Assistant Director.

DESCRIPTION OF DUTIES PERFORMED: (Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

In addition to the duties performed by a Criminal Intelligence Analyst II, a Criminal Intelligence Analyst Supervisor also:

Supervises MIAC personnel, which includes: providing and/or recommending training for new and current MIAC employees; coordinating, scheduling and assigning work products; establishing and providing input on performance measures, goals, objectives and priorities, and work performance; providing feedback, direction and guidance; keeping personnel abreast of new or revised information; answering questions; recommending personnel actions; approving employee time records and leave/schedule changes; managing personnel issues.

Manages assigned section(s) within MIAC in accordance with applicable rules, regulations, procedures, and laws.

Provides input on developing standards, policies, and procedures regarding operations within MIAC.

Reviews and/or approves various analytic products and to ensure the required information is accurate, complete, and in compliance with the established standards.

Serves as the administrator for select databases utilized within the division.

Identifies potential areas for liability to reduce risk.

Maintains Active Directory through Outlook.

Determines standing information needs and develops key intelligence questions; plans and establishes short and long-term collection requirements to fill information gaps.

Reviews, evaluates, and provides recommendations on analytic products and tools.

Correlates annual section activity to supplement reporting requirements.

Serves as designated security liaison to manage the security clearances and secured space.

Trains Criminal Intelligence Analyst II personnel to act as section supervisor when necessary.

Provides support to the MIAC Division Assistant Director(s).

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Extensive knowledge in 28 CFR Part 23, civil rights and civil liberties, privacy policies, regulations and other laws.

Comprehensive knowledge of MIAC's operating procedures, programs, websites, initiatives, services, and databases/software utilized within.

Extensive knowledge of law enforcement terminology and narcotics investigative techniques.

Extensive knowledge in the collection, analyzing and dissemination of criminal intelligence information.

Extensive knowledge of modern office databases (e.g. Microsoft Office, Microsoft Excel, and Lotus Notes).

Extensive knowledge of DOR's Motor Vehicle and Driver License Bureaus policies and procedures regarding the dissemination of their records.

Extensive knowledge of the Missouri Sunshine Law and Privacy Act.

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

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

Ability to plan, assign, and direct the work of subordinates.

Ability to train subordinates in areas associated with their area(s) of responsibility.

Ability to properly handle, store, secure, destroy, and mark classified and other sensitive documents.

Ability to work in a secure operating environment with access to classified and sensitive information.

Ability to research a voluminous amount of databases to find information on individuals utilizing very little previous information on the subject (e.g., telephone number only, last name, alias, etc.).

Ability to perform tedious intelligence searches while maintaining high quality control and proof-reading skills in the performance of job tasks.

Ability to work under extreme pressure and time limits.

Ability to multitask and determine high priority tasks in accomplishment of daily duties.

Ability to analyze intelligence information, submitted documents, and statistical data to create and present findings of fact in written and graphic form.

Ability to prepare and provide both oral and written presentations to large groups of both civilian and law enforcement professional.

Ability to prepare reports and documentation as needed.

Ability to organize, prioritize and plan work effectively.

Ability to gather, assemble, correlate and analyze facts and devise solutions to problems.

Ability to display a professional appearance and demeanor consistent with the expectations of the Missouri State Highway Patrol.

Ability to represent the Highway Patrol on panels, committees, task forces etc., working on Missouri's drug issues and other criminal activities.

Ability to prepare highly technical and detailed threat assessments and surveys regarding crime in the state of Missouri.

Ability to operate basic office equipment as detailed in the description of duties.

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

Ability to work with highly sensitive information and handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to establish and maintain harmonious working relations with others.

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 AND EDUCATION REQUIRED: (The following represents the minimum qualifications used to accept applicants, provided equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Bachelors Degree in criminal justice, or related field and four years experience with a criminal justice, military or government intelligence agency or criminal network organization, or in a business, financial, or academic environment, compiling data, analyzing findings and writing comprehensive reports.

OR

Eight 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 comprehensive reports.

OR

Two years experience as a Criminal Intelligence Analyst II with the Patrol.

NECESSARY SPECIAL REQUIREMENTS: Maintain MULES Certification.

Must be a resident of Missouri.

Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.