Human Resources
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Crime Analyst

JOB CODE	JOB FAMILY	PROFILE
JCP211	**Public Safety**	**Crime Analyst**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**October 12, 2026**

The Crime Analyst collects, evaluates, and interprets crime and intelligence data to identify patterns, trends, and emerging threats. Provides both tactical and strategic analysis to support law enforcement operations and decision-making. Assists in developing analytical tools and coordinates with internal departments and external agencies to improve crime prevention strategies and resource allocation.

Job Description

DUTIES AND RESPONSIBILITIES

- Maintains the security and integrity of all information processed by the Crime Analysis Unit. Monitors operations and recommends improvements to internal controls and systems.
- Analyzes crime data using statistical, inference-based, and analytical methods to identify crime patterns, suspect correlations, and forecast trends.
- Collects, collates, evaluates, and monitors crime-related data to identify and disseminate relevant information about criminal activity affecting Bernalillo County and surrounding areas.
- Prepares and delivers oral briefings, training materials, and written reports with data-driven recommendations to aid in crime prevention and control.
- Collaborates with department personnel to analyze crime trends and support the effective deployment of resources and personnel.
- Develops and presents reports and visual presentations on crime statistics and trends to assist management with operational planning and resource decisions.

- Coordinates with law enforcement agencies and academic institutions to gather and analyze crime statistics; respond to public and inter-agency inquiries about crime data.
- Provides training to personnel and coordinates the work of staff assigned to the Crime Analysis Unit.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Criminology or a related field.
- Two (2) years of related work experience in planning, criminal justice, or research methodology.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Essential duties are primarily performed indoors in a climate-controlled environment.
- The primary work surface is even, dry, and may be carpeted or tiled.
- Work is performed independently most of the time, with or without direct supervision.
- May also work collaboratively with a team or group, depending on project needs.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Duties require the regular handling of various forms, documents, and other standard office materials.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.