

Job Description
Missouri State Highway Patrol

Class Title: Information Analyst Supervisor

Title Code: V00579

Effective Date: 12/21/04

Date Established: 09/01/05

Date Reviewed:

Date Revised:

Immediate Supervisor: Assistant Division Director

Position Supervised: Information Analysts

FLSA Classification: Partial-exempt (Straight time)

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 responsible supervisory and advanced technical work in the Division of Drug and Crime Control. The employee supervises information analysts, national guard personnel and temporary personnel assigned to the narcotics section or motor vehicle bureau; coordinates work schedules, approves/disapproves leave, conducts performance evaluations, proofs work for accuracy, etc. The employee analyzes, priorities and disseminates highly confidential information, submitted written or verbally by narcotics/vice officers, task force officers, troopers, and other law enforcement agencies. Work is subject to general review and supervision by the assistant division director for conformance with policies and procedures.

DESCRIPTION OF DUTIES PERFORMED

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

Supervises the work of technical employees within the narcotics or motor vehicle bureau section; plans, assigns, and delegates the flow of work duties for efficiency; reviews work for accuracy and completeness; coordinates training for subordinates assigned to the unit; prepares probationary and annual evaluations; trains and orientates new employees assigned to the narcotics unit.

Serves as narcotics/vice unit liaison; receives inquiries, documents inquiry, disseminates information, and performs database checks, retrieves information contained in MULES system and other associated databases (warrants, warrants, criminal histories, driver's license, etc.); forwards information through appropriate channels to authorized individuals.

Reviews and edits information on all narcotic reports submitted by Narcotic/Vice Unit officers and task force officers for accuracy and completeness; reviews, edits, and analyzes information pertaining to drug activity investigated by law enforcement agencies, as requested, for accuracy and completeness; establishes and updates all data systems for officers and informants within the narcotics unit.

Researches and recommends changes in division policy and procedures for approval by the director.

Reviews and disseminates all RET/80 hits on Narcotic/Vice Unit officers that are taken from the teletype to ensure the safety of the officers.

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Reviews all arrest books to be presented to the prosecuting attorney to ensure that the proper forms, reports, property records, etc., are present and all forms have the appropriate signature.

Compiles, prepares, and distributes daily, weekly, monthly, and annual statistical reports on narcotic activity, including requests from outside agencies; assigns codes as a tracking mechanism and for totaling purposes; follows up on information to ensure accuracy.

Disseminates chemical exposure reports from officers that have come in contact with hazardous materials and chemicals.

Reviews and updates records and tapes; purges and archives hard copies and computer records in accordance with established procedures.

Utilizes information resources (manuals, desk references) as sources for data verification; reviews and updates records and tapes; purges and archives hard copies and computer records in accordance with established procedures.

Prepares correspondence and reports, etc., for command staff assigned to the division, task force officers, other law enforcement agencies; assembles packets, prepares and updates procedural booklets, training guides, policy and procedure manuals.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern office practices, procedures, and equipment.

Knowledge of criminal investigations.

Knowledge of MULES, NCIC, and DOR computer files.

Knowledge of the Missouri Sunshine Law and Privacy Act.

Knowledge of the basic principles and practices of supervision.

Ability to effectively plan, assign, and direct the work of others.

Ability to effectively prioritize situations and information and make appropriate decisions based on information received.

Ability to read English effectively.

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

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

Ability to initiate efficient procedures regarding to work tasks within the division and implement these procedures effectively.

Ability to comprehend and utilize multiple software computer programs.

Ability to adapt to rapid, diverse, unique situations and be multi-tasked.

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Ability to establish and maintain complex records and files.

Ability to work independently and exercise judgment and discretion.

Ability to expedite a voluminous flow of detailed work.

Ability to establish and maintain harmonious working relationships with others.

Ability to read and understand written instructions.

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

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

Graduation from a standard high school or possess a GED; two years of experience as an Information Analyst II or comparable technical or law enforcement experience and one year of supervisory experience or successfully complete the department's supervision course within one year of employment.

(A bachelor's degree in business administration, criminal justice or related field may be substituted a maximum of four years of related work experience).

NECESSARY SPECIAL REQUIREMENTS

Ability to pass a comprehensive background check necessary to have access to criminal intelligence and other information in the Division of Drug and Crime Control.

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.