

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

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|--------------------------|---|------------------------------|---|
| Working Title Analyst | | Name | |
| Position Number | Reports to Position No., Class & Level | Division, Branch/Unit | Ministry Justice & Solicitor General |
| Present Class | | Requested Class | |
| Dept ID | Program Code | Project Code (if applicable) | |

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Inspector SCAN/SISU, Calgary, Investigation and Enforcement Operations of the Sheriffs Branch the position is responsible for working closely with the Safer Communities and Neighbourhoods (SCAN) Investigators and North Unit Analyst. The position will also provide analytical support to the Deputy Chief of Investigation and Enforcement Operations and the Sheriffs Investigative Support Unit (SISU) when required.

The position is responsible for researching, gathering, analysis and dissemination of information and intelligence and the provision of pro-active recommendations to management and investigators responsible for investigating complaints of illegal activity at properties as defined in the *Safer Communities & Neighbourhoods Act*.

The SCAN Analysts functions as a liaison to policing agencies throughout the province, in conjunction and collaboration with other law enforcement investigators and analytical support personnel, in relation to alleged illegal activities. The SCAN Analyst must function in a busy, complex, multi-disciplinary environment often in situations with competing objectives. Excellent communication, workload planning and consensus building skills along with a high level of professional sensitivity is vital to the success of the position.

This position is responsible for the proper handling, secure storage and dissemination of unclassified and classified information and intelligence reports both self-generated and from law enforcement, intelligence agencies and other government departments. This position will develop and maintain strong collaborative relationships with internal and external stakeholders including police officers, prosecutors, analysts and provincial government investigators in order to ensure integral and accurate data is supplied to various Sheriff Branch investigative teams, particularly SCAN.

The SCAN Analyst requires enhanced reliability security clearance and enhanced knowledge of federal and provincial legislation surrounding criminal investigations, as well as legislation governing the mandate of the SCAN team itself such as the *Safer Communities & Neighbourhoods Act*.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

1. As part of the SCAN team, assist in the timely fashion and appropriate evaluation and investigation into complaints of illegal activity at properties as defined in the *Safer Communities & Neighbourhoods Act*.
 - Consultation with law enforcement and public/private sector organizations to gather and exchange information and intelligence.
 - Interpretation, review and analysis of information.
 - Recommendations based on analyses.
 - Early identification of potential concerns.
 - Research, compilation and assessment of open source information.
 - Preparation of reports for management information.
 - Planning/coordination of and/or conduct of operational meetings with internal/external partners.

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- Assist in the completion of Risk Assessments for SCAN files.
 - Collaboration with management/investigators to develop processes/procedures and systems for effective secure storage of electronic restricted or confidential information among and between clients and stakeholders.
 - Utilization of APSA, SENTRY, CPIC, JOIN, COMIS and MOVES as well as other external databases and technological tools such as i2 to provide for assembly and analysis of information and intelligence.
 - Manage data (both electronic and paper based) to ensure continuity for court purposes.
 - Support, configuration and troubleshooting of major case management applications.
 - Quality assurance assessments on major case management databases to ensure data integrity.
 - Planning, preparation and organization to achieve ongoing production of electronic disclosure information packages in accordance with standardized procedures for court purposes.
 - Integrate and synthesize large quantities of information from a wide variety of sources into cohesive and meaningful format for use by SCAN management and investigators.
2. Ongoing timely and accurate assessment of potential investigative avenues to ensure early identification of an appropriate response and provision of information to SCAN management and investigators for planning and decision-making.
- Activities
 - a) Provision of support and recommendations relative to issues and concerns on investigation of alleged criminal activity.
 - b) Conduct detailed analysis of data housed by SCAN and compilation of files actioned by SCAN.
 - c) Ongoing timely reporting of information/intelligence to investigators.
 - d) Knowledge and familiarity of all data sources to support SCAN investigations.
 - e) Development of partnerships with law enforcement agencies to ensure information/intelligence sharing which include but are not limited to APSA, CPIC, MOVES, JOIN, COMIS, and various law enforcement agency internal reporting systems.
 - f) Maintain and modify general business rules and protocols established to control data management processes and distribute same to SCAN investigators.
3. Support the Deputy Chief and Inspector in achieving the mandate and goals of SCAN.
- Activities
 - a) Provide management with recommendations and identify challenges via analysis of information and data gathered.
 - b) Identify issues and concerns with SCAN investigations and propose innovative recommendations or potential solutions.
 - c) Trend analysis and incident activity reporting.
 - d) Participate on teams, committees and/or subcommittees both internal and external to represent SCAN and Divisional perspectives such as the case may be.
 - e) Participate with other Divisions, Departments and external stakeholders or non-government personnel for the purpose of developing policies or programs related to the SCAN mandate.
 - f) Advise and/or assist Management on development and/or implementation of policy and procedures related to the SCAN investigations.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

The role of SCAN is to evaluate and if appropriate complete robust investigations into complaints of certain types of criminal activities at premises such as producing, selling or using illegal drugs, solvent abuse, unlawful sale or consumption of alcohol, prostitution, sexual child abuse, and gang or organized crime activities. The SCAN analyst performs a crucial analytical function to assist SCAN investigator in their role of fulfilling the SCAN mandate by assessing and using the intelligence and information gathered in the course of a SCAN investigation.

The position requires a thorough understanding of Sheriff Branch policy, procedures and operations, as well as those of the

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Government of Alberta and the Ministry related to public security. Knowledge of research methodologies and tools are required to track, collect, analyze, and identify trends and incidences of alleged criminal conduct. Information must be gathered and results presented in a manner understood by a variety of levels as well as a diverse range of business, industry and law enforcement stakeholders.

- Knowledge of the principles of administrative fairness and natural justice is essential.
- Demonstrated ability to interpret and apply legislation and policies.
- Demonstrated good judgement.
- SCAN Analyst must possess exceptional analytical and instigative skills and demonstrated complex problem solving abilities.
- Ability to conduct sound, accurate risk assessments on individuals/premises subject to SCAN instigations to ensure officer safety.
- Strong interpersonal and written communication skills are essential.
- Excellent consultation and collaboration expertise to be applied to federal and provincial ministries, municipal, national and international law enforcement agencies on a regular basis for the purpose of collection information and conducting research related to ongoing SCAN investigations.
- Provision of accurate and relevant information in Ministerial Action Requests and Briefing Notes.
- Provision of data to management that may impact Division policy.
- Research, analyze, organize and revise serious incident information for use by SCAN management and investigators, police services, or other government departments.
- Participate on committees with other Divisions, Departments and external stakeholders or non-government personnel for the purpose of developing policies or programs related to the SCAN mandate.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

An Undergraduate degree in a related area with several years of documented relevant experience.

1. Knowledge required:
 - a) Comprehensive knowledge of the criminal justice system and related legislation including familiarity with the Criminal Code of Canada, civil law and the *Safer Communities & Neighbourhoods Act*.
 - b) Comprehensive knowledge of law enforcement role in intelligence gathering and investigative methods and techniques.
 - c) Comprehensive knowledge of major case management applications.
 - d) Comprehensive knowledge of rules of evidence and procedures and practises related to security of information, storage of classified and sensitive material and proper handling.
 - e) In-depth knowledge and understanding of mandate and responsibilities of Provincial and Federal law enforcement agencies and intelligence agencies.
 - f) Knowledge of legislative and operational restrictions in sharing of intelligence.
 - g) Knowledge of APSA database system, as well as the MOVES, CPIC, JOIN, and COMIS systems.
 - h) Proven experience in the use of specific analytical systems such as i2.
 - i) Sound knowledge of Federal Treasury Board Standards and Policies in order to properly handle and store classified material.
2. Demonstrated Skills:
 - a) Ability to function efficiently in interactions with all levels of the Ministry, Division and external clients and stakeholders.
 - b) Problem solving and decision-making.
 - c) Excellent verbal articulation and written skills in report preparation, communication of client needs and presentation of recommendations or possible solutions to issues/problems.
 - d) Knowledge of information sources including academic papers, journals, government publications and internet sources.
 - e) Facilitation skills for training or awareness sessions to staff and/or stakeholders.
 - f) Research and analytical skills for information gathering, analysis and interpretation and recommended

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investigative avenues.

3. Able to:

- a) Plan, prioritize, coordinate and manage multiple and competing priorities, tasks and projects efficiently and effectively.
- b) Ability to identify training needs, enable facilitation and/or deliver training.
- c) Demonstrate initiative, sound judgement and creativity relating to assigned responsibilities and independent responsibilities.
- d) Exercise tact, discretion and diplomacy in dealing with extremely sensitive and secret information.
- e) Exercise strategic thinking in order to assist management and investigators with the investigation of complaints.
- f) Maintain professionalism and composure under varied and stressful situations.

4. Possess:

- a) Peace Officer Appointment under the Alberta Police Act
- b) Federal RCMP enhanced reliability security clearance.
- c) Ability to work independently, organize duties, establish and adjust priorities to complete tasks and meet deadlines.
- d) Computer skills in word processing, spreadsheets, databases, Outlook and PowerPoint as well as internet research
- e) Project management skills.
- f) Excellent communication.
- g) Creative/critical thinking and problem-solving skills.
- h) Initiative and motivation.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

The SCAN Analyst has regular contact with:

SCAN Deputy Chief, Manager and Investigator – daily

Other Ministry representatives to provide and exchange information on current and potential files – weekly

Police Services both Municipal and Federal (RCMP) – daily

Provincial Government stakeholders for information exchange and intelligence related to SCAN mandate – as required

Other external stakeholders for exchange of information and intelligence related to SCAN mandate – as required.

Municipal enforcement agencies to conduct inquiries relating to SCAN mandate. – as required.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

No supervision.

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

None

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.