

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

10/03/97

TRANSIT ANALYST, 6402

Summary of Duties: A Transit Analyst performs journey-level professional work in support of the Transit Group's administrative programs and projects; analyzes and identifies crime trends within the Transit Group's service areas in support of Transit Police operations; and does related work.

Example of Duties:

- Provides administrative support for the Transit Group in one or more of the following areas: budget preparation and administration, contract monitoring, and personnel administration;
- Conducts research and prepares reports, requiring compilation and analysis of data;
- Collects, collates, analyzes, and reports crime data;
- Conducts forecasting analyses and studies;
- Analyzes crime incidents and trends as requested by Transit personnel, special task forces, elected officials, other agencies, and the media;
- Recommends allocation, deployment, and use of police resources based on crime data analysis;
- Identifies and documents current crime patterns;
- Develops program management, data tracking, and other software applications on personal computers;
- Develops and implements records maintenance and analysis systems;
- Trains new staff on interpreting and entering crime data in a variety of software applications and monitors work;
- Represents the Transit Group with other agencies, or at departmental meetings;
- Reviews grant requests;
- Prepares recommendations for proposed expenditures of capital funds;
- Monitors grant expenditures, projects and programs;
- Advises management and staff regarding performance and funding matters;
- Prepares procedure manuals for Transit Group personnel;
- Performs and formulates financial, administrative, policy, and organizational analyses and recommendations;
- May occasionally be assigned to other duties for training purposes or to meet technology changes or emergencies.

Qualifications

Knowledge of:

- Theories, principles, and practices of budget or grant planning, design, administrative, and technical analysis; relevant criminal law, criminal justice system and law enforcement

procedures;

- Mainframe and personal computer business software applications;
- Mathematics and business statistics;
- Police records security and confidentiality
- California Law Enforcement Telecom Systems (CLETS) and National Crime Information Center (NCIC) procedures;

Ability to:

- Perform complex crime analyst work;
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements;
- Analyze situations, identify problems, document results, and recommend solutions;
- Develop data collection systems and recording instruments;
- Perform accurate calculations, computations, and analysis;
- Apply quantitative research methods;
- Handle highly confidential information;
- Recognize, identify, and document crime series and patterns;
- Evaluate the effectiveness of crime suppression/prevention programs;
- Exercise judgment and creative in making decisions;
- Prepare reports and correspondence;
- Interact professionally with various levels of Transit Group employees and outside representatives;
- Communicate effectively orally and in writing.

Requirements: Current employment as an Administrative Analyst or Crime Analyst the Los Angeles County Metropolitan Transit Authority.

License: A valid California driver's license may be required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.