



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
INTELLIGENCE ANALYST IV	37	D	11.150
INTELLIGENCE ANALYST III	35	D	11.151
INTELLIGENCE ANALYST II	33	D	11.152
INTELLIGENCE ANALYST I	31	D	11.153

SERIES CONCEPT

Intelligence Analysts within the Department of Public Safety (DPS), Investigations Division use the intelligence cycle to include planning, collecting, processing, analyzing, and disseminating criminal and terrorist intelligence within the Nevada Threat Analysis Center (NTAC) area of responsibility in an effort to deter, detect, prevent, and/or mitigate terrorism, criminal activity, and other public safety hazards. The NTAC is the U.S. Department of Homeland Security (DHS) recognized State Fusion Center for Nevada.

Collect information, conduct analysis, create written and other technical products, and disseminate actionable intelligence and other terrorism, criminal activity, and/or public safety hazard information to and from Nevada State Police personnel, as well as federal, State, local, tribal, territorial (FSLTT), and private sector partners; create and disseminate real-time alerts, current situational awareness products, and finished intelligence products; prepare complex analytical reports and contribute to various regional, statewide, and local threat assessments; develop tactical and strategic recommendations concerning operational deployments and investigations based on identified patterns and trends.

Collect, analyze, and disseminate information and intelligence from Suspicious Activity Reports and criminal or terrorism tips and leads throughout the State and nationally; process and analyze criminal or terrorism tips from the public; identify criminal or terrorism activity that is shared with federal, State, or local law enforcement; participate in the DHS national "See Something, Say Something" program; and operate a dedicated statewide phone tip line.

Acquire and maintain knowledge and understanding of criminal and terrorism subject areas and criminal gangs and illegal organizations which impact State and local jurisdictions, and national domestic security; ensure compliance with federal and State privacy statutes and policies and the protection of U.S. Constitutional civil rights and civil liberties.

Provide analytical support in criminal or terrorism investigation cases.

Conduct multiple types of analysis including but not limited to tactical, operational, strategic, call detail record, electronic device, social media, link charts, timelines, financial, and geospatial to develop criminal and terrorism information and intelligence for law enforcement investigations; may testify in court proceedings pertaining to analytical or related support in criminal cases.

Prepare and conduct briefings on threats to inform law enforcement, homeland security decision makers, and private sector partners.

Access and utilize law enforcement databases and systems for conducting intelligence research, investigative assistance, and processing suspicious activity reports; utilize electronic data processing systems to store, retrieve, analyze, and disseminate NTAC intelligence products.

INTELLIGENCE ANALYST IV	37	D	11.150
INTELLIGENCE ANALYST III	35	D	11.151
INTELLIGENCE ANALYST II	33	D	11.152
INTELLIGENCE ANALYST I	31	D	11.153

SERIES CONCEPT (cont'd)

Communicate information and intelligence by telephone, written reports, oral presentations, and electronic data processing methods; establish, foster, and maintain liaison with customers and partners; respond to requests for information; provide feedback to supervisory staff on the status of action issues, partner needs, and ongoing and developing threat or crisis situations; provide briefings, presentations, and/or training to customers and partners regarding threat streams, intelligence products, operations, etc.

Identify potential patterns and trends associated with terrorism and criminal intelligence information; retain information of tactical and strategic importance; develop and maintain a reference library regarding general patterns, trends, and scopes of criminal factions; maintain awareness of the national, State, and local threat environment and related vulnerabilities; assist in identifying criminal intelligence gaps and information needs; promote and support efforts to counter terrorism, criminal activity, and other public safety hazards.

Perform related duties as assigned.

CLASS CONCEPTS

Intelligence Analyst IV: Under administrative direction, incumbents in addition to performing the full range of duties described in the series concept supervise a staff of lower-level Intelligence Analyst positions to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and discipline and may supervise lower-level professional, technical, and administrative staff as assigned. In addition, incumbents participate in the preparation, monitoring, and maintenance of the work unit's biennial budget by estimating future expenditure levels based on historical data and oversee the work of contracted staff; review records, reports, and statistics for conformance to established policies, procedures, and directives, including federal fusion center requirements; manage the intelligence cycle workflow of the analytical unit; work in collaboration with leadership and stakeholders to develop Standing Information Needs; work in collaboration with leadership to establish and manage annual analytic production plans and draft legislation. This is the supervisory level in the series.

Intelligence Analyst III: Under general supervision, incumbents perform the full range of duties described in the series concept and serve as a team leader. Incumbents work in collaboration with leadership and mentor the Intelligence Analyst II and I. This is the journey level in the series.

Intelligence Analyst II: Under general supervision, incumbents either:

- 1) perform some of the duties described in the series concept in a more limited manner. This is the entry level in the series and progression to the next level is not automatic, or
- 2) continue to receive training in performing the duties described in the series concept. This is the continuing training level in the series and progression to the next level in the series may occur upon attainment of the required certification, meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

Intelligence Analyst I: Under close supervision of a higher-level Intelligence Analyst, incumbents receive training in performing some of the duties described in the series concept. This is the training level in the series and progression to the next level in the series may occur upon attainment of the required certification, meeting minimum qualifications, satisfactory performance, and with the recommendation of the appointing authority.

INTELLIGENCE ANALYST IV	37	D	11.150
INTELLIGENCE ANALYST III	35	D	11.151
INTELLIGENCE ANALYST II	33	D	11.152
INTELLIGENCE ANALYST I	31	D	11.153

Page 3 of 6

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Positions require a pre-employment criminal history and background check and fingerprinting.
- * A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.
- * Must attend a minimum of 20 hours annually of analytical related training on topics relevant to the Standing Information Needs of the NTAC and/or common competencies for Intelligence Analysts as identified by the Department of Justice (DOJ) and DHS. Must begin annual training within six months of appointment.
- * Intelligence Analyst I and II positions must start the process of obtaining DHS National Security Secret level clearance within a year of appointment. Incumbents must obtain and maintain as a condition of continuing employment.

INFORMATIONAL NOTES:

- * Some positions may require additional certification(s) at the time of appointment and as a condition of continuing employment, which will be identified at the time of recruitment.
- * Some positions may require specific education and/or experience, which will be identified at the time of recruitment.
- * Some positions may require applicants to attach a copy of their college or university transcripts indicating the required credits at the time of application.
- * Some positions are required to be on call, call-out, or call-back.
- * Some positions require specialized certification that will be identified at the time of recruitment.
- * Some positions require statewide travel.
- * Some positions require work on evenings, weekends, and/or holidays.

INTELLIGENCE ANALYST IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and five years of experience collecting, researching, developing, federal, State, local, tribal, territorial (FSLTT) and private sector analytical products, and supporting FSLTT investigations; **OR** an Associate's degree from an accredited college or university in intelligence studies, cyber security, digital forensics, geographic information systems, computer information systems, public or business administration, criminal justice, social sciences, or a closely related field and four years professional experience as described above; **OR** a Bachelor's degree from an accredited college or university in intelligence studies, cyber security, digital forensics, geographic information systems, computer information systems, public or business administration, criminal justice, social sciences, or closely related and three years of professional experience as described above; **OR** one year of experience as an Intelligence Analyst III in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: privacy, civil rights, and civil liberties statutes related to fusion centers and the analytical process; collect and maintain information pertaining to 28 U.S. Code of Federal Regulations (CFR) Part 23; potential patterns and trends associated with terrorism and criminal intelligence information. **General knowledge of:** the national, State, and local threat environment and related vulnerabilities; criminal intelligence gaps and information needs; briefings, presentations, and/or training to customers/partners regarding threat streams, intelligence products, and operations; legislative proceedings and processes; government agencies, resources, and functions sufficient to locate and obtain needed information and/or resources, accepted practices and methods used in designing program reviews and audits; advanced level planning, preparation, and administration; advanced mathematical and statistical computation; designing analytical research studies; coordinating and implementing diverse work plans; advanced research and analysis techniques. **Ability to:** read, interpret, and apply complex rules and regulations for various funding

INTELLIGENCE ANALYST IV	37	D	11.150
INTELLIGENCE ANALYST III	35	D	11.151
INTELLIGENCE ANALYST II	33	D	11.152
INTELLIGENCE ANALYST I	31	D	11.153

Page 4 of 6

MINIMUM QUALIFICATIONS (cont'd)

INTELLIGENCE ANALYST IV (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application): (cont'd)
sources; read and interpret technical reports, governmental publications, and federal directives; write comprehensive reports, recommendations, and legislative proposals; develop computer generated reports; organize, develop, and make oral presentations; and all knowledge, skills, and abilities required at the lower levels.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):
Detailed knowledge of: Nevada Revised Statutes, agency policy and procedure, federal statutes and regulations that pertain to the supervision of investigative support and fusion center activities. **Working knowledge of:** supervisory principles and practices as well as State personnel policy necessary to supervise subordinate personnel. **Ability to:** maintain cooperative working relationships with law enforcement agencies, government officials, the judicial system, and the general public; provide in-service training to subordinates on program rules and regulations, investigative and enforcement techniques and courtroom procedures; motivate others to take appropriate action; communicate program goals, policy and procedures to subordinate staff, law enforcement agencies, the judicial system and the general public; supervise a staff of investigators performing program compliance investigations; and all knowledge, skills, and abilities required at the lower level.

INTELLIGENCE ANALYST III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of professional experience in collecting, researching, developing federal, State, local, tribal, territorial (FSLTT) and private sector analytical products, and supporting FSLTT investigations; **OR** an Associate's degree from an accredited college or university in intelligence studies, cyber security, digital forensics, geographic information systems, computer information systems, public or business administration, criminal justice, social sciences, or a closely related field and three years of professional experience as described above; **OR** a Bachelor's degree from an accredited college or university in intelligence studies, cyber security, digital forensics, geographic information systems, computer information systems, public or business administration, criminal justice, social sciences, or closely related field and two years of professional experience as described above; **OR** one year of experience as an Intelligence Analyst II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements and Informational Notes*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):
General knowledge of: multiple techniques of analysis; planning, collecting, processing, analyzing, production, and dissemination of analytical products. **Ability to:** collect, analyze, and disseminate tactical, operational, and strategic intelligence products; prepare and make analytical recommendations; perform different types of analysis; identify potential patterns and trends associated with terrorism/criminal intelligence information, retain information of tactical and strategic importance; develop a reference library regarding general patterns, trends, and scopes of criminal factions; maintain awareness of the national, State, and local threat environment and related vulnerabilities; promote and support efforts to counter terrorism, criminal activity, and other public safety hazards; provide briefings, presentations, and/or training to customers and partners regarding threat streams, intelligence products, and operations; organize materials, information and resources systematically to optimize efficiency; negotiate and exchange ideas, information, and opinions with others to reach consensus; define problems, identify trends, analyze issues, solve problems, and communicate solutions; interpret, apply, and explain applicable statutes, regulations, policies, and procedures; and all knowledge, skills, and abilities required at the lower level.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): (*These are identical to the Entry Level Knowledge, Skills, and Abilities required for Intelligence Analyst IV.*)

INTELLIGENCE ANALYST IV	37	D	11.150
INTELLIGENCE ANALYST III	35	D	11.151
INTELLIGENCE ANALYST II	33	D	11.152
INTELLIGENCE ANALYST I	31	D	11.153

Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

INTELLIGENCE ANALYST II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of professional experience collecting, researching, developing federal, State, local, tribal, territorial (FSLTT) and private sector analytical products, and supporting FSLTT investigations; **OR** an Associate's degree from an accredited college or university in intelligence studies, cyber security, digital forensics, geographic information systems, computer information systems, public or business administration, criminal justice, social sciences, or a closely related field and two years of professional experience as described above; **OR** a Bachelor's degree from an accredited college or university in intelligence studies, cyber security, digital forensics, geographic information systems, computer information systems, public or business administration, criminal justice, social sciences, or related field and one year professional experience as described above; **OR** one year of experience as an Intelligence Analyst I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

General knowledge of: planning, collecting, processing, analyzing, production, and dissemination of analytical products; research and analysis techniques and methodologies; maintaining a reference library regarding general patterns, trends, and scopes of criminal factions. **Ability to:** assist in identifying criminal intelligence gaps and information needs; conduct interviews to ascertain factual information; record information quickly and accurately; convey accurate and precise data in a timely manner; compose business correspondence and reports; analyze information, problems, or practices to identify relevant concerns, identify patterns, tendencies, and relationships, and formulate logical conclusions; work independently and as part of a team; and all knowledge, skills, and abilities required at the lower level.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): *(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Intelligence Analyst III.)*

INTELLIGENCE ANALYST I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of professional experience collecting, researching, developing federal, State, local, tribal, territorial (FSLTT) and private sector analytical products, and supporting FSLTT investigations; **OR** an Associate's degree from an accredited college or university in intelligence studies, cyber security, digital forensics, geographic information systems, computer information systems, public or business administration, criminal justice, social sciences, or related field and one year of professional experience as described above; **OR** Bachelor's degree from an accredited college or university in intelligence studies, cyber security, digital forensics, geographic information systems, computer information systems, public or business administration, criminal justice, social sciences, or related field; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements and Informational Notes)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

General knowledge of: confidentiality rules and regulations; methods and techniques of interviewing individuals to obtain needed information; research techniques and application; methods and practices used in developing and presenting information. **Ability to:** write concise, logical, grammatically correct reports; communicate effectively both verbally and in writing; operate a personal computer and related hardware and software including word processing, spreadsheet, and database applications; establish and maintain positive and effective working relationships with others; effectively interact and communicate with a variety of individuals from various socioeconomic, cultural, economic, and educational backgrounds.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job): *(These are identical to the Entry Level Knowledge, Skills, and Abilities required for Intelligence Analyst II.)*

INTELLIGENCE ANALYST IV	37	D	11.150
INTELLIGENCE ANALYST III	35	D	11.151
INTELLIGENCE ANALYST II	33	D	11.152
INTELLIGENCE ANALYST I	31	D	11.153

Page 6 of 6

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>11.150</u>	<u>11.151</u>	<u>11.152</u>	<u>11.153</u>
ESTABLISHED:	7/25/24UC	7/25/24UC	7/25/24UC	7/25/24UC