Crime Analyst II #03247

City of Virginia Beach – Job Description

Date of Last Revision: February 4, 2026

FLSA Status: Exempt   **Pay Plan:** Administrative   **Grade:** 12

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Utilizing industry standard data principles to establish the role of a data subject matter expert by familiarizing, understanding, and consuming police information data in order to inform all levels of the department; report on current trends associated with crime, calls-for-service, arrests, field contact, traffic accidents, and other types of information stored in data sets throughout the department. Assigned the more complex and sensitive reports and projects.

Representative Work Functions and Responsibilities

- Utilize Police data information sources to advise and inform departmental leadership of important informational trends to assist in guiding the department to deliver successful outcomes by promoting a data-driven culture.

- Design, implement, manage, and evaluate complex information reports and process which are intended to improve the operational effectiveness and efficiency of the delivery of public safety services.
- Prepare and coordinate collection of official crime statistics for department.
- Conduct a wide variety of complex research projects using diverse methodologies and technologies in order to collect, analyze and disseminate data and other pertinent information to other City officials, departments and the general public as well as state and federal agencies.
- Compile, analyze, and forecast criminal data to identify patterns and trends to aid in prevention, suppression, and resolution of criminal activity.
- Conduct training and provide assistance in the use of the department's automated systems and records management systems.
- Develop relationships, conduct training, and provide new emerging methods of data exploration in the use of the department's automated systems and records management systems.
- Create and distribute crime bulletins and crime alerts.
- Perform complex data cleanup, data analysis, and data mining tasks.
- Create data models which utilize report automation to communicate actionable crime trends.

Performance Standards

- Analysis of data is consistent with the appropriate research design and statistical method chosen.
- Data analysis is completed accurately and within deadlines using appropriate technologies.
- Ensure that information flow within the bureau is functional and that operations are consistent with policies and procedures.
- Intent of written information is understood since it is both accurate, concise and non-redundant.
- Written material is submitted in a timely manner with appropriate attachments and diagrams.
- Orally communicate complex and technical information concisely and clearly.
- Planning decisions are made based on corroborative data.
- Planning goals and objectives are realistic.
- Supervisory responsibilities are carried out in accordance with departmental and City policies.

Minimum Qualifications

- Requires a Bachelor's degree and two (2) year experience in fields such as computer science, geography, criminal justice, information technology, business administration, or public administration OR an equivalent combination of education (above high school level) and/or experience equivalent to six (6) years in fields utilizing the knowledge, skills, and abilities associated with this position.

Preferred Qualifications

- A Master's degree in any of the related fields.

Special Requirements

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.