



HUMAN RESOURCES BOARD
Brookline Town Hall
333 Washington Street
Brookline, MA 02445

Edward DeAngelo, Chair
Lori Cawthorne
Gerald Raphael
Dana Teague
Elizabeth Venti

HUMAN RESOURCES BOARD MEETING

AGENDA

WEDNESDAY, SEPTEMBER 21, 2022, 6:00 P.M.

Via ZOOMGOV

New Positions for Review

- Crime Analyst (Police)

Reclassifications for Review

- Senior Office Assistant (C05) to Community Engagement Assistant (C07) (Planning)

OTHER BUSINESS

- Approval of Minutes
- HR Updates
- New Business
 - Vote for HR Board Chair
- Meeting Schedule

The public is invited to join this ZOOMGOV meeting:

Topic: HR Board meeting

Time: Sep 21, 2022 06:00 PM Eastern Time (US and Canada)

Join ZoomGov Meeting

<https://brooklinema.zoomgov.com/j/1609059638?pwd=L2xaQzhuOTZQRHFFZVo4TUxO>

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BROOKLINE POLICE DEPARTMENT

Brookline, Massachusetts

Jennifer Paster
ACTING CHIEF OF POLICE

To: Human Resources Board
From: Sergeant Casey Hatchett
Date: September 19, 2022
RE: Crime Analyst Position
CC: Chief Jennifer Paster
Ann Braga, HR Director

Dear Sirs/Ma'ams,

The Brookline Police Department is requesting the creation of a civilian Crime Analyst position, to be housed within the Community Services Division and under the direct supervision of the Sergeant of that Division. The Crime Analyst position was created in 2001 and I actually served as the crime analyst as a sworn officer for more than 15 years. During the Efficiency Committee Review of the Police Department in 2009, this position was considered for possible civilianization and last year, during the Select Board's review of the Reform/Reimagining Proposals, enhancement of our analytical capabilities was an agreed upon goal for the Police Department. Transitioning at this stage to a civilian will allow the Department to dedicate full time, professional attention to this essential function, particularly during a time when our sworn workforce is down and officers get pulled for patrol assignments, trainings, and community programs and initiatives.

The work of the Crime Analyst is integral to the Department's core mission to reduce crime and improve the quality of life in Brookline. In addition to analyzing crime problems and trends, the crime analyst works on problem solving, traffic enforcement/pedestrian safety, and conducts administrative analysis to improve our effectiveness and efficiency as a Department. The crime analyst produces the Department's mid-year and year end reports, a weekly COMPSTAT report, crime pattern bulletins, community safety alerts, Clery Reports for local colleges and many other analytical/informational products. The Crime Analyst supports the work of various boards and commissions, like the CIMS committee and the PCAC, in reviewing relevant police-related data. A successful candidate must have strong computer, written and analytical capabilities and be able to integrate mapping into analytical products for geospatial analysis.

A full time, fully dedicated professional will enhance the work that has been taking place and allow the analytical capabilities of the Department to expand. We thank you for considering the creation of this civilian position.

Respectfully,

Sergeant Casey Hatchett



**CRIME ANALYST
BROOKLINE POLICE DEPARTMENT**

T-4

Position Purpose:

Responsible for gathering and analyzing data, evaluating patterns and trends, and compiling and disseminating analytical reports, crime bulletins and hotspot/incident maps for the purpose of providing information that can enhance the effectiveness and the efficiency of officers in the performance of their duties; responsible for community reporting, Clery Reports, website management and social media; performs all other related work as required.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough working knowledge of crime data analysis, crime mapping, and trends. Exercises a high level of initiative and judgment to carry out assignments independently.

Supervision Received: Works under the general supervision of the Sergeant of the Community Service Division in accordance with established policies and procedures; duties require considerable attention to detail, accuracy, and the exercise of judgment to carry out operations.

Supervision Given: [Occasionally supervises interns, assigning daily tasks and providing assistance and direction, under the direction of the Sergeant of the Community Services Division.](#)

Job Environment:

Work is performed under typical office conditions with interruptions to respond to requests for information; the volume of work is influenced by reporting requirements and is subject to unplanned fluctuations. Occasionally attends night meetings and training conferences.

Operates standard office equipment, including but not limited to computers, handheld devices, printers and telephone.

Has frequent contact with Command staff, public safety employees, other town departments, neighboring jurisdictions, other public safety organizations, community groups, committees, and the general public. Communicates in person, by email, by telephone and via standard reports and bulletins.

Has access to [extensive](#) confidential information regarding crime data, [such as CORI records, registry information, incident reports, and other sensitive information contained in state, local and federal databases.](#) Errors could result in reduced levels of service to the community and possible legal actions against the Town.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

*Town of Brookline, MA
Crime Analyst
Created 9/8/2022*

Gather and analyze data and evaluate patterns and trends. Review and report on findings to the Chief of Police, the Department and community. Data sources may include, but are not limited to, the Department's record management system, incidents, arrests, field interviews, and STAR entries.

Compile, publish and distribute a regular bulletin to the Department on current trends, patterns and hot spots, crime updates, special attentions/crime alerts, intelligence from other agencies, and other relevant matters as appropriate.

Produce crime, traffic, administrative and special reports.

Compile and produce the Mid-Year and Year-End reports.

Update the Department's website and daily blog; prepare content for and monitor Department's social media.

Research, compile and disseminate intelligence between divisions and with neighboring jurisdictions.

Prepare incident reports/press releases for the media and assist the Department Media Liaison with related activities.

Research funding opportunities and assist with grant applications.

Prepare and provide presentations, as assigned, to Department personnel, community groups, PCAC, etc.

Support the Community Service Division's programs and events, as appropriate and available.

Attend trainings in the field of crime analysis to ensure they are current on topics, trends, techniques, i.e., monthly MACA meetings, GIS training, Town GIS working group.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in criminal justice, data analytics, social science or other related field. Two to three years' experience in research, crime or intelligence analysis, and/or the interpretation of law enforcement data; crime mapping and ArcGIS experience required; or any equivalent combination of education, training and experience. Must have strong Microsoft office skills. [Larimore Systems experience a plus.](#)

Knowledge, Ability and Skill:

Knowledge: Knowledge of the principles, concepts, methods and techniques of crime analysis and mapping. Knowledge of principles of statistics and quantitative analysis, qualitative analysis, demographic and social variables affecting public safety. Knowledge of law enforcement operations and procedures.

Ability: Ability to collect, conceptualize, analyze, interpret and prepare police data. Ability to identify and organize data for analytical purposes and present data in detailed statistical reports or other methods. Ability to make presentations to Department members and other agencies. Ability to establish and maintain effective working relationships

Skill: Strong technical skills. Skilled at using and learning GIS mapping software, law enforcement related databases, software programs and applications. High level of proficiency with relational database and spreadsheet applications including Access and Excel. Strong organizational and communication skills. Skilled at public speaking.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks may involve extended periods of time at a keyboard or workstation. Vision and hearing at, or correctable to normal ranges is necessary. Must be able to communicate verbally and in writing. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

~~SENIOR OFFICE ASSISTANT~~ Community Engagement Assistant
Planning and Community Development

POSITION PURPOSE

~~The purpose of this position is to perform a~~ Performs routine and complex clerical and administrative related to community engagement; collects and analyzes data to inform policy and operations decisions, administers public information requests, manages Department records; and assists with the daily operations of the ~~supporting the operations of the~~ Planning and Community Development Department; other related work, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are illustrations of the type of work that is performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Performs community engagement tasks such as managing surveys, collecting and analyzing data; assists other staff in creating project-specific community engagement plans.

Drafts news releases, and posts information and news releases on a variety of social media platforms; maintains the department website for accurate and up to date information.

Functions as the department's records access officer; manages and updates physical and digital records; manages requests and responses related to the Department's public information requests.

Uses financial software such as Integrated Disbursement Information System (IDIS) and MUNIS to support data and fiscal management related tasks, keeps track of the Department's budget spending, and cross-trained to provide all payroll and purchasing functions as needed.

~~Refers telephone calls to the appropriate staff member or other town departments; greets~~ Performs general office duties; greets and assists visitors and callers to the department; assists applicants and the general public in utilizing online permitting software; manages the purchase and maintenance of office equipment and supplies; prepares outgoing mailings including abutters' notices, etc.

~~Performs general office duties, including faxing, copying, data entry, processes incoming mail, coordinates mailings, types correspondence and memoranda, prepares information packets for department staff, committees, boards and citizens, such reports may be of a technical nature.~~

~~Assists with preparation of payroll and preparation of department budget documents.~~

~~Assists Community Development Administrator with administrative and financial duties related to management of state and federal grants, including, but not limited to, Community Development Block Grant.~~

~~Uses Integrated Disbursement Information System (IDIS), MUNIS and other relevant software systems to support data and fiscal management related tasks.~~

Organizes information packets for meetings; sets up and manages public interface for online public meeting platforms; drafts public meeting minutes, and uploads public meeting materials and legal notices for the Planning Board and other board, committee, and commission meetings and hearings to the Town's online system.

Serves as a project manager of special projects as needed.

~~Posts legal notices for the Planning Board and other board, committee, and commission meetings and hearings.~~

Assists with preparation of reports and recommendations related to Planning Board and Board of Appeals applications; assists with creation and maintenance of related files and records; and supports other staff with data collection and analyses as needed.

Performs similar or related work as directed, required, or as situation dictates.

SUPERVISION

Complexity: Performs varied and responsible functions requiring a thorough knowledge of departmental operations, policies, procedures and practices, including those to support the Planning Board and Board of Appeals and other Boards, committees and commissions.

Independent Action: Works under the general direction of the Director of Planning and Community Development, assigned tasks by the Administrative Head Clerk and other Department staff, —and the daily supervision of the Community Development Administrator and the Assistant Director of Regulatory Planning, in accordance with established methods and procedures; duties require considerable attention to detail and accuracy; questions are referred to the supervisor directing the work.

Supervisory Responsibility: None.

WORK ENVIRONMENT

Work is performed in in a moderately noisy office environment; the nature and volume of work fluctuate as a result of Planning Board applications and various project, program and grant deadlines.

Operates computer, printer, telephone, copier, facsimile machine and all other standard office equipment.

The employee has daily contact with the public, and regular contact with other departments regarding requests for information ~~and the Finance Department and other departments on fiscal or administrative issues related to the grants.~~

Employee has access to confidential information such as payroll, personnel and financial records. Errors are easily detected and corrected through the system of checks and balances; however, errors could result in service delivery delays and adverse public relations.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High school diploma; one to three years of community engagement and social media content creation experience; one to three years of office experience; municipal experience preferred; ~~business experience, grant administration;~~ or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY AND SKILL

Knowledge: Strong working knowledge of community engagement practices and the use of social media in community organizing and public relations; knowledge of office practices and procedures; familiarity with municipal or department operations and service. ~~Knowledge of grant administration is helpful.~~

Ability: Demonstrated ability to produce effective community engagement content; ability to organize time and accomplish tasks with accuracy and attention to detail in a timely manner and within strict deadlines; ability to interact professionally and to communicate effectively with the public through verbal, written, and graphic means; ability to prioritize tasks and to work independently; ability to adapt and use emerging workplace technologies.

Skills Skilled at public presentations; skilled at writing press releases and crafting effective social media posts. Skills include general office skills, organizational skills and strong excellent communication skills~~customer services and~~; strong computer skills, including the use of the Microsoft office Suite word processing, spreadsheets, presentation software, use of databases and financial applications.

PHYSICAL REQUIREMENTS

Tasks require the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects of materials of light weight (up to 25 pounds).

Tasks involve extended periods of time at a keyboard or workstation. Vision and hearing at, or correctable to, normal ranges is necessary. Must be able to communicate verbally

| [and in writing](#). Requires the ability to operate, maneuver and/or control the actions of equipment and/or materials used in performing essential functions.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.