**Job Posting**

**DEPARTMENT:** Office of Attorney General

**SECTION:** Safe2Say Program/Criminal Law Division

**CLASS:** Investigative Analyst I/II (Safe2Say Analyst I/II)

 \*\*9 openings\*\*

**LOCATION:**  Harrisburg

**TYPE POSITION:** Permanent, Full-time, Non-civil service, Union

**WORK HOURS:** Rotating shifts, including weekends and holidays (40 hrs/week)

**SALARY RANGE:** Investigative Analyst I, Pay Range 5: $40,518

 Investigative Analyst II, Pay Range 7: $52,348

**BASIC FUNCTION:**

The focus of the Safe2Say program is to ensure that every Pennsylvania student, parent, teacher and community member has access to a safe and anonymous way to report any concerns about their safety or the safety of others; with a focus on early intervention and prevention through awareness and education. The overall Safe2Say program manages reports through the reporting tip line and follow-up through the tracking of disposition reports, data collection, and quality control.

Safe2Say Analysts serve as points of contact for persons with concerns, issues, and/or questions related to school safety or potential hazardous/dangerous situations in Pennsylvania schools, or related to Pennsylvania schools and students. The Safe2Say Analysts respond to requests for service and operate communications systems and such as conventional phone, telephone texting system, email and web interface to receive information or questions from the public, students, teachers, and school administrators. The analysts take in information and provide resources, references, or emergency response personnel depending on the context and nature of the information provided. The analysts assess situations, seek additional information and ensure there is a proper and thorough response by the appropriate agency.

A working knowledge of general law enforcement procedures and crisis line functions is needed in this position. The position requires being careful about detail and thorough in completing work tasks. The job requires being reliable, responsible, dependable, and fulfilling obligations.

**EXAMPLES OF DUTIES:**

* Responsible for providing overall analysis and case related support service in relation to the Safe2Say tip line
* Active listening and other techniques (engage people in problem solving dialogue) in order to form as complete of a picture of the situation as possible
* Two way dialoging with individuals providing tips to a Safe2Say tip line
* Respond to text messages through a phone/web interface
* Use a computer as a communication tool
* Respond to emails, mailed letters, internet webpage messages
* Provide information and resources for persons in various situations
* Notification of emergency response personnel completed as needed
* Look up information and verify information using a variety of internet and research tools
* Conduct background research (information on persons, property, events, and vehicles ) on Safe2Say leads, using both internal and external sources of information to complete information necessary to process an Safe2Say tip
* Conduct research from databases such as CLEAN, JNET, PennDOT, and others in order to facilitate an appropriate response by the proper agency
* Monitor a variety of media to gather relevant information in support of Safe2Say referral, Emergency Services or investigations
* Answer requests for service to find information and provide the information to analysts and investigators as required
* Conduct information gathering in support of research projects or information requests
* Assist in training others in procedures
* Receives and processes all request for School Contact updates in the Safe2Say database
* Enters directly in the system any calls or requests for updates or contact information
* Receives and distributes disposition reports submitted via the web form to appropriate staff
* Enters, monitors and maintains disposition reports submitted via web or email into the system
* Prints and file all disposition reports and tips weekly
* Collaborate with law enforcement or program partners to share information
* Provide information and resources for individuals to facilitate resolution of each situation
* Determines appropriate follow-up when disposition reports aren’t received and contacts the parties to achieve compliance
* Other duties as assigned such as new assignments as they are added to the section workload, provide information support to agents, research projects, training, etc.

When not actively engaged in school safety related activities, the analysts will answer other PA OAG 411 Tip Lines, INTERPOL requests, PA OAG warrant notifications, provide information retrieval and data checks in support of the PA OAG active cases and general intelligence services requests agency wide.

Assignments progress in difficulty and complexity and are designed to provide experience in intelligence techniques and resources. Through on-the-job exposure and formal training, the analyst will develop the knowledge and skills necessary to achieve the full performance level of operation. Work is performed under the general supervision of the Safe2Say Unit Supervisor and is reviewed for conformance with policies and procedures.

**OTHER DUTIES:**

* Provides investigative support to agents through the collection and analysis of information from a variety of databases including driver’s license/registration records, criminal history records, warrant checks, gun registration, employment and financial records, etc. to develop inferences about criminal activities, key individuals, methods of operation, and the extent of criminal influence
* Reviews investigative reports to assist in identifying intelligence gaps and additional targets, associates, and assets to further criminal investigations
* Provides assistance with the proactive targeting of criminal activity through the use of various law enforcement, financial, social media, and other open sources
* Collects and analyzes data from multiple sources, including investigative reports, to assist with identifying current and emerging criminal trends, patterns, and associations
* Uses electronic data processing systems to research, analyze, and store data

**Minimum Experience and training:**

**Qualifications for Safe2Say Analyst I are as follows:**

* A Bachelor’s Degree from an accredited institution OR
* Four years of relevant experience that would afford the individual the needed knowledge and skills to perform the job OR
* Any combination of relevant education, training, and experience that would enable the individual to perform the duties of the job

**Qualifications for Safe2Say Analyst II are as follows:**

* A Bachelor’s Degree from an accredited institution and four years of relevant experience that would afford the individual the needed knowledge and skills to perform the job OR
* A Master’s Degree from an accredited institution and two years of relevant experience that would afford the individual the needed knowledge and skills to perform the job OR
* Eight years of relevant experience that would afford the individual the needed knowledge and skills to perform the job OR
* Any combination of relevant education, training, and experience that would enable the individual to perform the duties of the job