



**Contribute to the  
Future of Yakima  
Valley:**

**An Investigative  
Analyst will play a key  
role for public safety  
administered on behalf  
of member  
jurisdictions and  
engaging with local,  
state and federal law  
enforcement agencies.**

**EMPLOYMENT OPPORTUNITY WITH  
YAKIMA VALLEY CONFERENCE OF  
GOVERNMENTS:**

# **INVESTIGATIVE ANALYST**

**1 - 2 - 3**

**To learn more about this position, go to  
[www.yvcog.org](http://www.yvcog.org), click on Employment.**

## **QUALIFICATIONS:**

**A Bachelor's Degree in,  
forensic science,  
criminal justice, or  
other related field or  
equivalent work  
experience**

**Training will be  
provided to an  
employee in additional  
investigative skills  
when an employee is  
certified in other  
criminal investigative  
skills**

**Yakima Valley Conference of  
Governments**

**311 N 4<sup>th</sup> Street, Suite 204**

**Yakima WA 98901**

**<http://www.yvcog.org>**

## **ABOUT THE YAKIMA VALLEY CONFERENCE OF GOVERNMENTS:**

Established over 50 years ago under the interlocal agreement act, the Yakima Valley Conference of Governments (“YVCOG”) was then and is today, a local government formed to provide services and administer programs that cross jurisdictional boundaries within the Yakima Valley. Elected officials are committed to working together on land use, transportation, public safety, homelessness, environment, and other common issues that impact the quality of life for the communities of the Yakima region. Yakima Valley COG serves as an intermediary between the communities it represents and the state and federal government entities that are responsible for ensuring decisions made at the local level are aligned with state and federal laws, and that government resources are managed. The



overall mission of Yakima Valley Conference of Government membership is to collaborate to improve the valleys’ livability and secure its future.

Located in the center of the state, Yakima County is the second largest county in Washington. The region is a rich and productive agricultural valley which is surrounded by lush rivers and mountain ranges. Well known for its apples and its production of fruit and vegetables, in recent years it has received national recognition for its many vineyards and breweries. Home to approximately 252,000 people, 49.9% of whom are Hispanic and Latino, the region is culturally rich and diverse. The Yakama Indian Reservation, which is home to 15% of the region’s population, is one of the largest Native American tribes in the nation.

## **ABOUT THE INVESTIGATIVE ANALYST POSITION**

The Yakima Valley COG is a small group of highly professional and dedicated staff committed to making a difference in the Yakima Valley Region.

The Yakima Valley Local Crime Lab (LCL), is looking for highly motivated, Investigative Analysts who will strive to be a nationwide leaders of the International Association of Crime Analysts (IACA) Network program and support participating local law enforcement agencies.

This position provides integral support to the local law enforcement agencies by ensuring accurate, timely investigative support data. This data provides rapid investigational leads on crimes and criminal activity to our customers (prosecutors, local law enforcement agencies (LEA), etc.). This position also participates in the training to support complete and timely investigation of crimes and potential criminal activities.

## **PRIMARY RESPONSIBILITIES:**

The Investigative Analyst will perform the assigned job duties under limited supervision as follows:

- Prepare reports, link charts, association matrices, and graphic presentations of investigations; present findings to law enforcement personnel.
- Presents crime analysis related intelligence in an effective format by using Geographic Information System (GIS) to plot areas of criminal activity
- Conduct all source collection and research, analyze, evaluate and integrate data from multiple sources, identify intelligence gaps, and specify collection requirements, to produce assessments and recommendations
- Conduct forensic examinations of computers and data storage devices
- Conducts data extraction from mobile data devices such as cellular telephones and tablet devices
- Receive and process electronic communication devices relative to criminal investigations from law enforcement officials following chain of custody procedures, rules of evidence, and standards of the electronic cellular device forensics community.
- Assist in preparing or providing investigative information and intelligence to be used in legal documents and instruments
- Support criminal investigations with a variety of techniques to include digital evidence processing, lead developing, suspect research and information gathering, and link charting.
- Evaluate large data sets and raw intelligence for segments of complex investigations and projects.
- Reviews, selects, evaluates, and consolidates incoming intelligence data and related information to assist with follow-up actions
- Interacts with representatives of other law enforcement agencies to exchange information regarding criminals and crimes, utilizing personal contacts, telephone, teletype, or other media.
- Maintains cross reference files of criminal and case information
- Coordinate with other local, state, and federal law enforcement agencies for information regarding investigations and threats
- Provide critical front-line intelligence support to investigative and operational personnel.
- Liaison with private sector agencies and employees to facilitate the exchange of information.
- Consolidate comprehensive information to share across teams in a timely manner
- Continually monitor events and trends related to crime and criminal activity
- Research suspects, acquaintances, events, and locations using social media and open source intelligence tools
- Continue proficiency trainings, conferences, and workshops for certifications
- This list of job responsibilities is not all inclusive and will change and grow as new technology is developed.

## **Education and Experience:**

- **Education** – 4-year BS/BA degree from an accredited college or university in the field of forensics, criminal justice, or other related field or the equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- **Experience** –
  - Investigative Analyst 1, 2, 3: based on skills, experience and certifications
- **Security** – Provide evidence of U.S. citizenship, be determined suitable for the position based on the results of a background investigation, polygraph examination, and a psychological examination
- **Training** – Employees provided training will be required to sign a commitment to services contract based on the cost of the training or will be required to reimburse the cost of training and certification testing at the time of separation of employment

## **MINIMUM PREFERRED SKILLS:**

- Principles and practices of administrative and operational analysis, research evaluation and methodology
- Methods and procedures of conducting crime analysis and research, and techniques
- Methods and procedures of criminal investigative procedures; police terminology and law enforcement codes and functions, organization, principles, and practices of law enforcement agencies
- Federal, state, and local codes, regulations and department policies, technical process and procedures
- Principles and practices of record keeping, business letter writing and standard format for reports and correspondence
- Modern office practices, methods, and computer equipment and applications related to crime analysis
- Complex arithmetic and statistical techniques and English usage, grammar, spelling, vocabulary and punctuation
- Techniques for providing a high level of customer service by effectively dealing with law enforcement, attorneys, elected officials, and City staff
- Have the aptitude to learn and perform additional skills outlined in the essential duties not yet trained or certified in

## **SALARY & BENEFITS:**

The successful applicant must be proficient in investigative support duties outlined in the essential duties and have the aptitude to learn and become certified with additional skills outlined in the essential duties.

- Salary for this position is based on a variety of skills, certifications, and years of successful experience:
  - Investigative Analyst 1: Range \$54,931 - \$63,855
  - Investigative Analyst 2: Range \$65,758 - \$76,441
  - Investigative Analyst 3: Range \$79,011 - \$100,705
- Personal Leave based on longevity
- Sick Leave
- Longevity pay
- Fourteen (14) paid holidays

- Health benefits offered include medical, dental and vision for the employee and dependents as established by the Executive Director and Board on an annual basis
- Additional benefits include: long-term disability and \$ 50,000 life insurance
- Eligible to participate in Deferred Comp and in a Health Saving Account
- Participation in Washington State Department of Retirement Systems PERS is required
- Wellness Program
- Continuing Education
- This is an onsite position, currently located in Zillah WA

**POSITION CLOSES: Open Until Filled**

**HOW TO APPLY:** Complete the application located at <https://www.yvcog.org/about-us/employment-opportunities/> and email it with your resume, and cover letter to [yvcog.hr@yvcog.org](mailto:yvcog.hr@yvcog.org)

**Polygraph & Background Investigation:**

For candidates that make it through the potential employment offer process, a background investigation, including a polygraph exam, will be required due to the nature and security requirements of the job.

Applicants will be required to sign releases of information and shall not have access to any investigative materials or files. The Polygraph Examination (PE) and Background Investigation are part of the pre-employment selection process and are not a commitment to employment.

This position has strict guidelines relating, but not limited to personal and employment characteristics, arrests, convictions, and illegal drug usage, etc. During the PE candidates are required to sign an assessment sheet and participate in an oral interview process to verify the candidates' responses to the Personal Background Evaluation, the Personal History and Background Questionnaire, and a Pre-Employment Interview.

**UNTRUTHFUL OR MISLEADING ANSWERS OR OMISSIONS WILL BE TREATED AS A FALSIFICATION WHICH WILL BE CAUSE FOR REJECTION OF POTENTIAL EMPLOYMENT.**

*YVCOG fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, see <http://www.yvcog.org/title6.pdf> or call (509) 574-1550.*

**The Yakima Valley Conference of Governments is an Equal Opportunity Employer.**

**This is a drug and tobacco free workplace.**

**All positions at YVCOG are Grant or Contract supported.**