



INTELLIGENCE ANALYSIS JOB FAMILY

CAREER PATH

Positions in this family perform a wide variety of intelligence gathering, research, analysis activities including the presentation of findings and/or performing specialized, technical work that includes collecting, interpreting, and summarizing data to provide usable information regarding various programs, special studies, and contracts.

Typical functions

The functions within this job family will vary by level, but may include the following:

- ❖ Collect and organize data.
- ❖ Analyze data, interpret results, and develop conclusions.
- ❖ Prepare reports and recommendations.

The work assigned to positions in this series ranges from basic intelligence gathering to supervising and managing intelligence gathering activities.

Intelligence Analysis Assistant

Pay grade: 18

This is a vocational-level position accountable for collecting, tabulating, and assembling raw intelligence data and reports under the direction of a higher-level position. Positions at this level are also accountable for reviewing material for consistency and applying basic research, mathematical, and statistical methods to analysis.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High school diploma or equivalent and two years of relevant experience.

Associate Intelligence Analyst

Pay grade: 22

This is a first-level professional position having independent responsibility for completing basic or simple components of intelligence research projects and/or investigations and may require specialized knowledge related to the area of research or investigation. At this level, employees frequently provide research and analysis support to higher level analysts and participate as a member of a team, project, or program, and may draft or provide expert testimony related to intelligence and standard issues. Employees conduct analysis and review of various areas of intelligence gathering processes and draft technical and procedural manuals and guides. They may also provide technical advice and assistance for systems and techniques and may include



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training as necessary. Also at this level, employees analyze, organize, and present intelligence data petitioned or solicited from various stakeholders.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution.

Intelligence Analyst

Pay grade: 25

This is a second-level professional position accountable for developing and conducting intelligence research studies and/or assessing the impact of intelligence findings, and presenting findings to state and federal agencies, senior intelligence gatherers and policy makers, the legislature, and other stakeholders. At this level, employees advise on intelligence gathering policies, conduct intelligence research, serve as technical consultants, and may also advise or review the work of lower-level intelligence staff. Employees plan, develop, and present new ideas, concepts, and strategies related to systems and techniques, including training as necessary. Also, at this level employees analyze, organize, and present intelligence data petitioned or solicited from senior intelligence gatherers and policy makers, legislators, and other stakeholders.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and two years of relevant experience.

Senior Intelligence Analyst

Pay grade: 28

(May be utilized in a Non-Supervisory or Supervisory Role)

This is a seasoned professional position accountable for developing, leading, and conducting complex intelligence research studies and/or assessing the impact of intelligence gathered, and presenting findings to state and federal agencies, senior intelligence gatherers and policy makers, the legislature, the Governor, and staff, in an effort to make informed intelligence and policy decisions. Employees at this level formulate intelligence policy, conduct intelligence and policy research, serve as technical consultants, and develop complex intelligence forecasts. In addition, they may also lead an interdisciplinary team of analysts to develop reports and



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recommendations, and handle projects that are sensitive in nature or have significant financial or social impact. At this level, employees work with a high degree of technical expertise, and use substantial independent judgment when applying technical concepts and methodologies. In addition, they are considered experts in their particular field of assignment and may be called upon to provide expert testimony.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and four years of relevant experience.

Division Assistant Director (Intelligence Analysis Manager) Pay grade: 34

This is a supervisory/managerial position accountable for the work of all professional levels of work in this family and may participate in the highest professional level of work. At this level, employees are responsible for the administration and presentation of entire intelligence research projects which involve multiple disciplines. This requires the coordination of multiple intelligence resources, and the evaluation and summarization of intelligence findings to be presented for upper management review. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. In addition, incumbents will be expected to have the knowledge and skills to perform and review the intelligence work overseen.

Minimum Requirements *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Master's degree from an accredited institution and two years of relevant experience.

ADDITIONAL INFORMATION

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.



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Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Employees must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

Minimum Requirements specific to the Intelligence Analysis Job Family:

- ❖ Must be a resident of Missouri at the time of appointment.
- ❖ Must be able to obtain and maintain MULES Certification.
- ❖ Must successfully complete Foundations of Intelligence Analysis Training (FIAT) within a period not to exceed six months after appointment (or as soon as course enrollment is available).
- ❖ Must pass a comprehensive background check necessary to have access to criminal intelligence and other information in the Missouri State Highway Patrol.
- ❖ Must be able to obtain and maintain a secret level Department of Homeland Security background/clearance or other federal background/clearance of equal security level.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

Click [HERE](#) to view our employee benefits.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

Effective: 07/01/2024

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Revised: --