



City of Tempe

COMMUNITY DEVELOPMENT PLANNING & RESEARCH ANALYST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	550	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Development	<i>Salary / Hourly Minimum:</i>	\$72,630
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$98,051
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Management Assistant II+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives supervision and direction from a manager or Deputy Director.
Exercises direct supervision over assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of full-time extensive professional level experience in analytical/social science research experience, and knowledge of and experience conducting statistical analysis, advanced report writing, data extractions and compilation/collection, research methods, survey research, and database management; which should include at least one year full time experience with code enforcement, code analysis or related duties; strong knowledge of Microsoft Office Suite required.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, public policy, finance, statistics and research, accounting, management science, business administration or degree related to the core functions of this position. Master's Degree preferred.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform complex, highly responsible professional duties to support the Department's administrative systems, programs, and practices; to provide assistance to the division director; and to perform a variety of tasks related to the development, integration and implementation of long-and short-range plans to support the operations of the division.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times;
- Develop and coordinate long-range and short-range strategic, financial and technical planning efforts; present and articulate long- and short-range plans to City or other audiences as required; prepare, edit and publish long- and short-range planning documents to serve as a focus for division operations;
- Consult with management to ensure consistency of plans with overall City, department, and division direction and needs; create and participate on interdepartmental task forces designed to solve specific problems; collaborate with subject matter experts and end users to understand design reporting solutions that support data needs;
- Research and study current literature and apply learned skills on municipal administration and operation for the purpose of making recommendations; review and recommend action on proposed and approved legislation and regulations to determine their impact upon the division or department.
- Recommend and implement goals and objectives for special programs, projects and systems; initiate and participate in short- and long-term planning and trends; establish schedules and methods for program operations; oversee the implementation of policies and procedures;
- Perform extensive research for special projects; collect information on operational and administrative problems and complete comprehensive and detailed data analysis to better understand the data needs of the end user; synthesize information and make recommendations on policy issues;
- Prepare comprehensive administrative, operational, and statistical reports or manuals for use by internal and/or external organizations; communicate, interact and work effectively and competently with people from diverse ethnic and educational backgrounds; present issues and recommendations to various committees, the Mayor, and/or the City Council; prepare monthly, quarterly and annual reports;
- Work independently with minimum supervision as well as be part of a team; maintain confidentiality in all aspects of the job; strong ability to manage and prioritize projects, multitask and meet deadlines;
- Conduct research and statistical studies specific to the needs of the Code Compliance Division needs assessments, violation counts, inspection strategies, cost/benefit analyses,

and feasibility studies relating to planning, procedure and policy issues, code issues, service levels, resource allocation, program evaluation, and inspector/violation evaluation;

- Develop, present and articulate long and short range plans, complex and detailed statistical reports, charts, graphs, and maps to management;
- Prepare, research, analyze, and suggest solutions to management-stated and inspection-related problems; research, analyze and evaluate proposals, general project management and Departmental activities, systems, and programs in terms of resource requirements, needs, and priorities;
- Create, design and maintain Accela and other database functional improvements; provide consultation services to Code Compliance and City personnel on how to appropriately address and carry out research questions/issues using Accela Automation and the report manager system;
- Interact and work effectively with Community Development personnel, other City employees, representatives from other agencies, community representatives and citizens; provide data collection and analysis training; provide Accela Automation training to city personnel;
- Create database queries; collect, manage, analyze, and interpret data and statistics using quantitative and qualitative methods; and effectively apply research methodology; produce statistical reports that summarize research findings;
- Effectively using computer databases, electronic spreadsheets, desktop publishing, MS Office Suite statistical applications, and specialized software applications to control, analyze, and present information;
- Communicate clearly and concisely in both oral and written form; present and articulate analyses, complex and detailed statistical reports, chart graphs, and maps to managers, department administration and City Council for decision-making purposes; present analyses and statistics in various internal and external forums;
- Perform complex, intensive, long term and departmental GIS mapping tasks on internal digital mapping projects and programs; use GIS/mapping software and develop and maintain new geographic layers; provide specialized and custom GIS and digital maps; GIS data extractions, digital imagery, and specialized plotting capabilities for internal projects and programs using GIS and other software;
- Perform related duties as assigned;
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Operate computers, calculators and other office machines using repetitive hand/eye movement;
- Considerable reading and close vision work;
- May require working extended hours.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<i>Effective August 2016</i>