



City of Tempe

POLICE PLANNING & RESEARCH SUPERVISOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	367	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$70,336
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$94,954
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	PSPRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Police Planning & Research Supervisor
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i> Professionals

DISTINGUISHING CHARACTERISTICS

The Planning & Research Supervisor classification is distinguished from the Planning & Research Analyst I/II classification by its supervisory responsibilities; mid-level management workgroup participation; greater complexity, depth and scope of assignments; and by the highly technical, critical, and visible nature of the work. In addition, this position requires initiative and considerable independent judgment.

REPORTING RELATIONSHIPS

Receives general direction from higher level management staff. Exercises direct supervision over lower level professional and administrative staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of experience performing applied research at a professional level, one of which must have focused on criminal justice issues, where you served as the lead researcher or supervisor. Must also have knowledge of, and experience with, research and design techniques, methods, and procedures; data collection, coding, and survey research techniques; probability statistics, and central tendency measures; and program evaluation.
<i>Education:</i>	Equivalent to a Bachelor’s degree from an accredited college or university with major course work in criminology, sociology, mathematics, statistics, public administration, business administration or degree related to the core functions of this position.
<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 a variety of complex and highly responsible professional duties involved in the planning and research functions of the Police Department; provide highly complex professional level staff assistance to Department Division and Bureau Managers; and supervise professional and administrative staff within the Planning & Research Section of the Police Department.

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.
- Oversee research activities for the Police Department, which include needs assessments, cost/benefit analyses, and feasibility studies relating to planning and policy issues, budget issues, service levels, resource allocation, program evaluation, and district/beat boundary evaluation; coordinate large scale planning and research activities; and oversee the annual citizen survey.
- Plan, review, and implement new technologies for the Planning & Research Section of the Police Department; maintain all bureau and division quarterly reports on the Police Department Intranet site; design and conduct independent research and analysis.
- Determine and design the appropriate research methodologies and statistical analysis techniques to apply to data and problem solving; collect, manage, analyze, and interpret data and statistics using quantitative and qualitative methods; effectively apply research methodology; provide consultation services to Police and City personnel on how to appropriately address and carry out research questions/issues.
- Research and study current literature on municipal and law enforcement administration and operation for the purpose of making recommendations on policies, procedures and methods of operation based on current research and best practices; evaluate new programs policies and technologies and makes recommendations; participate in the forecasting of additional funds/resources needed for staffing, equipment, materials, and supplies.
- Demonstrate continuous effort to improve operations; decrease turnaround times; streamline work processes; and analyze administrative or operational problems, programs, or policies.
- Research, collect, and analyze statistical data to be used for the evaluation of the budget process, allocation of resources, and other operational purposes.
- Review and monitor reports on crime, Uniform Crime Report (UCR), and other information and statistics provided to the public and other agencies.
- Direct the long-range and short-range strategic and technical planning efforts for the department and the Planning and Research Division; present and articulate long-and short-range plans, complex and detailed statistical reports, charts, graphs, and maps to management; provide information to Department administration, City administration, and City Council for

decision-making purposes; present analysis and statistics in various internal and external forums; and participate in and providing information to Department/City committees.

- Prepare, research, analyze, and suggest solutions to management-stated and crime-related problems; research, analyze and evaluate proposals, projects and Departmental activities, systems, and programs in terms of resource requirements, needs, priorities, and costs.
- Interact and work effectively with Police personnel, other City employees, representatives from other law enforcement agencies, the media, and the community on research issues; respond to requests for various information and statistical reports; and present information to City Council when appropriate.
- Supervise and evaluate the work and performance of staff assigned to the Planning & Research Section of the Police Department; participate in the selection of staff; provide or coordinate staff training; evaluate and monitor the work flow and performance to ensure work is complete in a thorough and appropriate manner; work with employees to correct deficiencies; implement discipline procedures.
- Manage and review all major research and planning projects and related research for the Police Department; approve and prioritize requests for planning and research services.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as required.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective April 2008

Revised June 2017 (updated min quals)