POLICE RESEARCH AND DATA ANALYST I/II

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of complex research related duties involved in the collection, analysis, and dissemination of statistics and other relevant information. Additionally, 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 department.

Supervision Received and Exercised:

Police Research and Data Analyst I

Receives general supervision from higher-level management staff.

Police Research and Data Analyst II

Receives direction from higher-level management staff. May exercise functional and technical supervision over less experienced staff and college interns.

Distinguishing Characteristics:

Police Research and Data Analyst I

This is the entry-level class in the planning and research analysis series. This class is distinguished from the Police Research and Data Analyst II by the performance of the more routine analysis duties such as database management, responding to internal and external requests for statistics; conducting and presenting general statistical analysis; and assisting with comprehensive research projects. The Analyst I is required to promote to the journey.

Police Research and Data Analyst II

This is the full journey level class within the planning and research analysis series. Employees within this class are distinguished from the Police Research and Data Analyst I by the performance of the full range of duties as assigned including all facets of statistical analysis functions and studies; conducting comprehensive research projects; and supervising college interns.

Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating practices, policies, and procedures of the work unit. Positions in this class are filled by advancement from the lower class of Police Research and data Analyst I, or, when filled from the outside, require a minimum of two years of planning and research analysis, or applied social science research experience, preferably in a law enforcement agency. Appointment to the higher class requires that the employee be performing the full range of duties assigned to the class.

Essential Function:

Duties may include, but are not limited to, the following:

- Conduct research and statistical studies specific to the needs of the Police Department, 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.

- 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.

- Develop and coordinate long-range and short-range strategic and technical planning efforts for the department; 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 crime-related problems; research, analyze and evaluate proposals, projects and Departmental activities, systems, and programs in terms of resource requirements, needs, priorities, and costs.

- Participate with development of Police Capital Improvement Project (CIP) plans, justification and budget; revision of strategic plans and project implementation plans; and coordinates the development of department performance measures and workload indicators.

- Conducting survey research that is designed to gather information from a large number of individuals. This involves survey tool development, survey administration, and analysis and interpretation of survey data. Producing detailed statistical reports that summarize the survey findings.

- Maintaining the Crime Analysis Web Page.

- Providing consultation services to police and City personnel on how to appropriately address and carry out research questions/issues.

- Providing information to police, City administration, and City Council for decision-making purposes; and participating in and providing information to police/City committees.

- Interacting and working effectively with police personnel, other City employees, representatives from other law enforcement agencies, the media, and the community on crime analysis/research issues, provide crime analysis training to police personnel; participating as a member in national and local organizations.

- Creating database queries. Collecting, managing, analyzing, and interpreting data and statistics using quantitative and qualitative methods; and effectively applying research methodology. Producing statistical reports that summarize research findings.

- Using computer databases, electronic spreadsheets, desktop publishing, GIS/mapping software, word processing, statistical applications, and specialized software applications to manipulate, analyze, and present information. Developing and maintaining new geographic data layers.

- Communicate clearly and concisely in both oral and written form, and effectively disseminating information; present and articulate analysis, complex and detailed statistical reports, charts graphs, and maps to managers and Department administration for decision-making purposes; present analysis and statistics in various internal and external forums.

- Making appropriate recommendations for improvements in crime analysis practices and procedures.

- Recommending and implementing goals and objectives for special programs, projects and systems.

- Recruiting, interviewing, training, and supervising Crime Analysis interns including evaluating and monitoring the intern work flow and performance.

- Providing crime analysis training to police and City personnel, outside professional groups, and other agencies/individuals/groups visiting the Police Department.

- Preparing and update procedures/protocols on crime analysis related activities.

Minimum Qualifications:

Experience:

Police Research and Data Analyst I

Any one of the following bulleted items is qualifying:
- Requires the equivalent to six (6) months of full-time analytical/social science research experience and knowledge of, and experience conducting, statistical analysis, research methods, data collection, coding, survey research, and database management.
- Research-based internships, practicums and assistantships are considered valid experience for this entry level position – but must equate to six months full-time experience (e.g., two semesters of internship, and/or assistantship).
- A Masters degree that required a research-based thesis/capstone and the completion of research methods and statistics coursework are also considered qualifying experience.

Police Research and Data Analyst II

Requires the equivalent of two (2) years of planning and research analysis and/or applied social science research experience. Must have knowledge of, and experience conducting, statistical analysis, research methods, data collection, coding, survey research, and database management **OR** one (1) year experience as a City of Tempe Police Research and Data Analyst I.
Candidates must have the minimum amount of work experience as described above.

Education:

Police Research and Data Analyst I

Possession of a Bachelor's degree from an accredited college or university with major course works in criminal justice studies, statistics, social sciences, or degree related to the core functions of this position **OR** possession of a Master's degree from an accredited college or university with major coursework in criminal justice studies, statistics, social sciences, or degree related to the core functions of this position.

Police Research and Data Analyst II

Revised December 2013 (Title Change, separated job duties from Police Analyst I/II)
Revised January 2014 (Title change and MQ change)

Possession of a Bachelor's degree from an accredited college or university with major course works in criminal justice studies, statistics, social sciences, or degree related to the core functions of this position **OR** possession of a Master's degree, which required a research component, from an accredited college or university with major coursework in criminal justice studies, statistics, social sciences, or degree related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 224/284

Status: FLSA- Exempt / Classified

Revised December 2013 (Title Change, separated job duties from Police Analyst I/II)
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