POLICE ANALYST II

DISTINGUISHING FEATURES

The fundamental reason the Police Analyst II exists is to perform professional level work related to law enforcement planning to improve the efficiency and effectiveness of the Police Department. This position is located in the Crime Analysis Unit, Planning and Technology Unit, and Budget Office. This classification is supervisory and receives general supervision from a manager level. Some positions may provide lead supervisory duties.

ESSENTIAL FUNCTIONS:

Performs research studies, feasibility studies, needs assessments, cost/benefit analyses, cross impact analyses, and management studies; performs statistical analysis; makes inferences and projections from written material and statistical data; prepares comprehensive detailed recommendations and reports on various software applications on a computer terminal.

Conducts crime trend/pattern analysis activities using qualitative, temporal, and geographic measures and statistical methods; prepares crime analysis bulletins and reports on crime rates.

Researches current local and national police trends; makes recommendations on policies, procedures, practices and methods of operation based on current research, best practices, and legal requirements; evaluates new programs, policies, and technologies and makes recommendations; forecasts Department needs.

Performs contract administration duties for specific Police contracts, to include negotiation, coordination with other city departments.

Maintains communication with other law enforcement agencies and government entities regarding law enforcement and public safety issues; participates as a member in National and local law enforcement planning organizations.

Participates with development of Police Capital Improvement Project (CIP) plans, justification and budget; revision of strategic plans and project implementation plans.

Researches and manages various federal and local law enforcement procurement programs; develops and evaluates RFPs; researches and submits applications for various law enforcement grants, internal and external grant program reports and on-site audits.

Performs program evaluation and organizational analysis; monitors procedures and methods; prepares oral and written presentation findings and recommends action; performs survey design and data analysis.

Coordinates the development of department performance measures and workload indicators; performs resource allocation and manpower distribution studies.

Participates in the planning, implementation and evaluation of the budget process and develops strategies and alternatives that focus on continuous improvement, innovation and change. Reviews budget submissions for accuracy, completeness and compliance with targets and goals.

Researches and answers financial and budget questions. Provides information to citizens and staff from other cities upon request.

Lead supervises a limited staff that assists in the performance of the Police Analyst II's duties. Supervision includes recruitment, hiring, training, mentorship, evaluation and discipline of employees. Oversees daily assignments, scheduling and daily lead supervision on assigned employee(s).

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities

Knowledge of:

- Research techniques, methods, and procedures.
- Principles and techniques of program planning and evaluation.
- Principles and application of statistical methods and forms.
- Procurement processes.
- Cost-benefit analysis.
- Organizational assessment procedures.
- Computer software skills to include word processing, spreadsheets, statistical packages, and e-mail.
- Knowledge to operate within a Microsoft Windows environment.
- Business arithmetic.
- Business composition: able to communicate through written documentation with correct spelling, grammar and punctuation.

Ability to:

- Analyze, interpret and report research findings.
- Work cooperatively with other City employees.
- Effectively communicate verbally and in writing.
- Comprehend and make inferences from written materials, develop logical solutions, and prepare/present reports with clearly organized thoughts and proper sentence construction.
- Operate office equipment including a computer, which requires arm, hand and eye coordination.
- Remain is a sitting position for extended periods of time.
- Perform basic arithmetic calculations, such as addition, subtraction, multiplication, and division, using a calculator.
- Effectively handle daily employee issues.

Education and Experience

- Requires a Bachelor's degree in criminal justice, sociology, public administration, or related field.
- Three to five years of experience in law enforcement or public administration is required.
- Some supervisory or lead experience

FLSA Status: Exempt HR Ordinance Status: Unclassified