



City of Tempe

POLICE RESEARCH AND DATA ANALYST II+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	284	<i>Department:</i>	Police
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Police Research & Data Analyst II+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

DISTINGUISHING CHARACTERISTICS
<p>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.</p> <p>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.</p>

REPORTING RELATIONSHIPS
Receives direction from unit supervisor or higher-level management personnel.
May exercise functional and technical guidance to less experienced staff and college interns.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two (2) years of planning and research analysis and/or applied social science research experience OR one (1) year experience as a City of Tempe Police Research and Data Analyst I+.
<i>Education:</i>	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. A master's degree is preferred.
<i>Additional:</i>	Must pass police polygraph and background examination.

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 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.

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.

- 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 to include the development of survey instruments, survey administration, analysis and interpretation of survey data, and generating reports that summarize survey findings.
- Maintaining department web content related to Crime Analysis.
- Providing support to police and City personnel to effectively 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, and the community on crime analysis/research issues; 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, data visualization software, 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 disseminating information in a timely manner; 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 workflow and performance.
- Providing crime analysis training to police and City personnel, or external groups.
- Perform related duties as assigned.

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
<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

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

Revised January 2014 (Title change and MQ change)

Revised January 2016 (Update min quals)

Revised April 2023 (update reporting relationships, min qualifications, and job duties)

