

CLASS SPECIFICATION
Police Data Research Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, plans, organizes and supervises the work of a unit specializing in research, analysis and reporting on specialized crime data, using statistical research software; supervises development of Internet access to such data in both statistical and graphical form; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Police Data Research Supervisor is responsible for supervising the operations, activities and staff of the Statistical Support Unit. The incumbent serves as the principal statistical contact for the Police bureau, including coordinating requests for analysis from the Police bureau, external agencies and the public, producing statistical reports and organizing staff teams to work on data analysis projects. The incumbent is expected to carry out responsibilities with a significant degree of independence, exercising sound professional judgment and problem solving skills.

Police Data Research Supervisor is distinguished from other non-sworn Police Bureau management classes by the incumbent's use of statistical and GIS data to conduct specialized crime data research, analysis and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; participates in developing and monitoring performance against the annual division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.

3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Supervises and directs operations and activities of the Statistical Support Unit and Graphics/Web Services; trains staff on statistical analysis software and mainframe programs; oversees training programs on crime mapping, crime analysis and crime data presentations; serves as a mentor for unit staff and interns; oversees the work of consultants, contract employees and interns; develops and conducts performance evaluations, makes recommendations and communicates findings for the bureau's main objectives or individual programs.
5. Coordinates, plans and supervises development of responses to special data and project requests; initiates and assigns projects; develops teams to work on specific projects or requests; develops goals, objectives and strategies to accomplish expected results; develops and ensures delivery of services within deadlines; reviews and checks work product; coordinates transfer of data files needed for the computer aided dispatch system of the Police and Emergency Communications bureaus.
6. Responds to data inquiries from external law enforcement agencies, researchers, the media and the public; reviews reports concerning research methodology and conclusions; designs and conducts program evaluations; oversees the development of grant applications and proposals.
7. Serves as the principal statistical contact for the Police Bureau; prepares and produces statistical crime reports; responds to statistical requests from researchers, the media and the public; reviews proposed research projects, surveys and questionnaires; publishes research results in professional publications; testifies before grand juries and in other court proceedings.
8. Works with community partners, such as neighborhood leaders, crime prevention specialists and university researchers, to develop programs to make crime data available to the community.

OTHER DUTIES

1. Serves as the Acting Division Manager as requested.
2. Serves on public safety related committees; manages conference sections for state and national conferences.
3. Develops grant applications and proposals.
4. Develops and initiates hardware and software solutions to management bureau operations information challenges.
5. Serves as division internship liaison with local colleges and universities.

6. Manages the Police Bureau's employee commute option program.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theory, principles, and advanced practices, methods and techniques of data and statistical research and analysis applicable to areas of assigned responsibility.
2. Specialized computer software used in the research and analysis of crime data, including SAS, SPSS, MPP and GIS.
3. Administrative principles and methods, including goal setting, program development and implementation.
4. Federal, state and local laws, regulations and court decisions applicable to areas of assigned responsibility.
5. Principles and practices of public administration, including budgeting, reporting and maintenance of public records.
6. Principles and practices of effective business communication.
7. Operation of standard and specialized business computer software applicable to areas of responsibility.
8. Principles and practices of effective supervision.
9. City human resources policies and labor contract provisions.

Ability to:

1. Plan, organize, design, implement and monitor comprehensive bureau data analysis programs including data gathering and reporting procedures.
2. Conduct complex research and analyses, utilizing advanced approaches, statistical methodologies, tools and techniques; assess the reliability and relevance of data and measures; and balance the costs of research against the value of research outcomes.
3. Develop sets of measures by applying performance measurement principles and techniques.
4. Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.

5. Understand, interpret, explain and apply bureau and City rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.
6. Exercise independent judgement and initiative within established guidelines.
7. Represent the City effectively in dealings with representatives of various agencies on a variety of police statistical research issues.
8. Communicate effectively orally and in writing.
9. Prepare clear, concise, accurate and persuasive reports, correspondence, analytical studies, proposals and other written materials.
10. Maintain highly confidential and sensitive information.
11. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
12. Establish and maintain effective working relationships with bureau and City managers and supervisors, employees, representatives of other governmental agencies, the media, the public and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration or a closely related field; master's degree in social science research or a closely related field; and at least five years of progressively responsible experience in policy research and analysis; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0970 PROGRAM MANAGER II. Adopted: 07-01-92

June 2009 - Change Job Class number from 7922 to 30000778, due to system change.