



City of Tempe

COMMUNITY DEVELOPMENT PLANNING & RESEARCH ANALYST

JOB CLASSIFICATION INFORMATION

| | | | |
|--|------------|--------------------------------|--------------------------|
| <i>Job Code:</i> | 550 | <i>Department:</i> | Community Development |
| <i>Supervision Level:</i> | Supervisor | <i>State Retirement Group:</i> | ASRS |
| <i>Status:</i> | Classified | <i>Market Group:</i> | Sr. Management Assistant |
| <i>Safety Sensitive / Drug Screen:</i> | No | <i>Physical:</i> | No |

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives supervision and direction from a manager or Deputy Director.

Exercises direct supervision over assigned staff.

MINIMUM QUALIFICATIONS

| | |
|--------------------|---|
| <i>Experience:</i> | Two (2) years of experience in analytical/social science research, and conducting statistical analysis, advanced report writing, data extractions and compilation/collection, research methods, survey research, and database management; including one (1) year of customer service experience; and strong knowledge of Microsoft Office Suite required. |
| <i>Education:</i> | Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, public policy, finance, statistics and research, accounting, management science, business administration or degree related to the core functions of this position. A master's degree is preferred. |

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 complex, highly responsible professional duties to support the Department's administrative systems, programs, and practices; to provide assistance to the division director; support and provide coverage for other division employees as needed; and 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 division.

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.

- Develop and coordinate long-range and short-range strategic, financial and technical planning efforts; present and articulate long- and short-range plans to City or other audiences as required; prepare, edit and publish long- and short-range planning documents to serve as a focus for division operations;
- Consult with management to ensure consistency of plans with overall City, department, and division direction and needs; create and participate on interdepartmental task forces designed to solve specific problems; collaborate with subject matter experts and end users to understand design reporting solutions that support data needs;
- Research and study current literature and apply learned skills on municipal administration and operation for the purpose of making recommendations; review and recommend action on proposed and approved legislation and regulations to determine their impact upon the division or department.
- Recommend and implement goals and objectives for special programs, projects and systems; oversee bid specification preparation; make recommendations for bid awards for special programs; establish schedules and methods for program operations; oversee the implementation of policies and procedures;
- Perform extensive research for special projects; collect information on operational and administrative problems and complete comprehensive and detailed data analysis to better understand the data needs of the end user; synthesize information and make recommendations on policy issues;
- Prepare comprehensive administrative, operational, and statistical reports or manuals for use by internal and/or external organizations; communicate, interact and work effectively and competently with people from diverse ethnic and educational backgrounds; present issues and recommendations to various committees, the Mayor, and/or the City Council; prepare monthly, quarterly and annual reports;
- Work independently with minimum supervision as well as be part of a team; provide support and coverage for other division employees; maintain confidentiality in all aspects of the job; strong ability to manage and prioritize projects, multitask and meet deadlines;
- Conduct research and statistical studies for the Code Compliance Division assessments; analyze violation counts, inspection strategies, cost/benefit analyses, and feasibility studies relating to planning, procedure and policy issues, code issues, service levels, resource allocation, program evaluation, and inspector/violation evaluation;
- Develop, 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 inspection-related problems; research, analyze and evaluate proposals, general project management and Departmental activities, systems, and programs in terms of resource requirements, needs, and priorities;
- Create, design and maintain Accela and other database functional improvements; provide consultation services to Code Compliance and City personnel on how to appropriately address

and carry out research questions/issues using Accela Automation and the report manager system;

- Interact and work effectively with Community Development personnel, other City employees, representatives from other agencies, community representatives and citizens; provide data collection and analysis training; provide training, support and coverage to Code Compliance personnel;
- Create database queries; collect, manage, analyze, and interpret data and statistics using quantitative and qualitative methods; and effectively apply research methodology; produce statistical reports that summarize research findings;
- Effectively using computer databases, electronic spreadsheets, desktop publishing, MS Office Suite statistical applications, and specialized software applications to control, analyze, and present information;
- Communicate clearly and concisely in both oral and written form with both internal employees and external customers; present and articulate analyses, complex and detailed statistical reports, chart graphs, and maps to managers, for decision-making purposes; present analyses and statistics in various internal and external forums;
- Perform complex, intensive, long term and departmental GIS mapping tasks on internal digital mapping projects and programs; use GIS/mapping software and develop and maintain new geographic layers; provide specialized and custom GIS and digital maps; GIS data extractions, digital imagery, and specialized plotting capabilities for internal projects and programs using GIS and other software;
- Perform related duties as assigned.

COMPETENCIES

| <i>CLASSIFICATION LEVEL</i> | <i>INCLUDES</i> | <i>COMPETENCIES</i> |
|-----------------------------|-----------------|--|
| 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 August 2016

Revised February 2022 (new benchmark)

Revised August 2022 (update minimum quals, essential job functions, and job duties)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Community Development Planning & Research Analyst

Job Code: 550

| VEHICLE OPERATION | YES | NO |
|---|-----|----|
| Will this position drive a City vehicle? | X | |
| Will this vehicle require a Commercial Drivers License? | | X |

| | Never | Occas. | Freq. | Contin. |
|--|------------|---------------|----------------|-----------------|
| | 0% of time | 1-35% of time | 36-65% of time | 66-100% of time |

| ENDURANCE | | | | |
|--------------------|--|---|---|--|
| Sit | | | X | |
| Stationary / Stand | | X | | |
| Move / Traverse | | X | | |

| WORK WITH OR EXPOSURE TO THE FOLLOWING | | | | |
|--|---|--|--|---|
| Machinery* | X | | | |
| Electrical* | X | | | |
| Power Tools* | X | | | |
| Hand Tools* | X | | | |
| Personal Protective Equipment* | X | | | |
| Fumes | X | | | |
| Computer Software | | | | X |
| Chemicals | X | | | |

| ENVIRONMENT | | | | |
|----------------------------|---|---|--|---|
| Indoors | | | | X |
| Outdoors | | X | | |
| Working in or around water | X | | | |
| Extreme Heat | X | | | |
| Extreme Cold | X | | | |
| Office Setting | | | | X |
| Confined Spaces | X | | | |
| Excessive Noise** | X | | | |
| Heights | X | | | |
| Sewage Exposure | X | | | |
| Bodily Fluid Exposure | X | | | |

| VISION REQUIREMENTS | YES | NO |
|--|-----|----|
| Close (clear vision at 20 inches or less) | X | |
| Distance (clear vision at 20 feet or more) | | X |
| Color (ability to identify and distinguish colors) | X | |
| Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships) | X | |
| Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point) | X | |
| Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus) | X | |
| No Special Vision Requirements | | X |

| Maximum LIFT / CARRY | Lift | Carry |
|----------------------|------|-------|
| 5-25lbs | X | X |
| 26-50lbs | | |
| 51-75lbs | | |
| 76-100lbs | | |

| Maximum PUSH / PULL | Push | Pull |
|---------------------|------|------|
| 5-25lbs | | |
| 26-50lbs | | |
| 51-75lbs | | |
| 76-100lbs | | |

| MOVEMENT | YES | NO |
|-------------------------|-----|----|
| Bend / Stoop / Twist | | X |
| Crouch / Squat | X | |
| Kneel / Crawl | | X |
| Above Shoulder Level | X | |
| Below Shoulder Level | X | |
| Repetitive Arm Use | X | |
| Repetitive Wrist Use | X | |
| Repetitive Hand Use | X | |
| Climb Stairs / Ladders | X | |
| Neck Range of Motion | X | |
| Traverse Uneven Surface | | X |
| Traverse Even Surface | X | |

| ADDITIONAL CONSIDERATIONS: |
|---|
| - May require working extended hours. |
| - May work alone for extended periods of time. |
| - Other mental attributes essential to this classification. |

| *DEFINITIONS/EXAMPLES |
|---|
| Machinery: bucket truck, riding mowers, backhoe etc. |
| Electrical: wiring, outlets, fuses etc. |
| Power Tools: push mowers, jackhammers, drills, chainsaw etc. |
| Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc. |
| Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc. |

**** Hearing test is required**