



City of Tempe

POLICE RESEARCH AND DATA ANALYST I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	224	<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
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.

REPORTING RELATIONSHIPS
Receives general supervision from a unit supervisor or higher-level management personnel.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three (3) months of analytical/social science research experience working with compiling and assessing data from a variety of sources. Applied research experience related to an internship or thesis using established research methods, data collection, conducting statistical analysis, and database management is preferred.
<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.

- Assist in conducting 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.
- Assist in the conducting of survey research to include the development of survey instruments, survey administration, analysis and interpretation of survey data, and generating reports that summarize survey findings.
- 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; 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, assist in the dissemination of information; and support the collection and analysis of data to managers and department administration for decision-making purposes; present analysis and statistics in various internal and external forums.
- 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
<p><i>Revised December 2013 (Title Change, separated job duties from Police Analyst I/II)</i> <i>Revised January 2014 (Title change and MQ change)</i> <i>Revised January 2016 (Update min quals)</i> <i>Revised April 2023 (update reporting relationships, min qualifications, and job duties)</i></p>