

**POLICE SERVICES ANALYST**

**I. Position Identification:**

- A) Title: Police Services Analyst
- B) Bargaining Unit: Police Officers Association
- C) Customary Work Hours: 8:00 a.m. until 5:00 p.m.
- D) Customary Work Days: Monday through Friday
- E) Reports To: Police Division Commander or designee
- F) Directs the Work of: None
- G) Educational and/or Experience Requirements:

Any relevant combination of education and experience that would demonstrate the knowledge and skill outlined below is qualifying. A typical way of gaining the skills is:

Education: High school diploma or equivalent.

Experience: Four (4) years of recent, full-time experience in a private or public agency with increasingly responsible work experience in general administration, budget or policy development or comprehensive report writing.

OR

Education: An associate degree from an accredited college or university in public or business administration or a closely related field.

Experience: Two (2) years of recent, full-time experience in a private or public agency with increasingly responsible work experience in general administration, budget or policy development or comprehensive report writing.

OR

Education: A bachelor's degree from an accredited college or university in public or business administration or closely related field.

Experience: No experience required.

H) Licenses and/or Certificates Required:

Possession of a valid California driver's license.

**II. FLSA Status:** Non-Exempt

**III. Position Summary:**

Under general direction, performs a variety of responsible technical, administrative, and analytical work in support of various Police Department programs and operations which may include budget, contract administration, public information, marketing and communications, and general operational support; and performs other related work as required.

**IV. Essential Functions:**

Incumbents may be assigned to varying work schedules, weekend work and be called back to work as needed by the City.

1. Performs a variety of analytical, financial, programmatic, and administrative staff duties in support of assigned programs and functions within the Police Department; performs duties in support of various operations and activities within assigned area of responsibility including special projects, research studies, fiscal analysis, and other functions.
2. Serves as travel and training coordinator for the Police Department; processes conference and course registration; schedules all travel arrangements; processes travel advances and reimbursements; and maintains records.
3. Serves as California Commission on Peace Officer Standards and Training claim coordinator; prepares and distributes training reimbursement requests for personnel attending POST reimbursable courses; reconciles reimbursement to claims; processes reimbursement checks for deposit; maintains records.
4. Prepares and presents technical, administrative, and financial analytical and statistical reports that present and interpret data.
5. Provides assistance in resolving operational and administration issues; identifies issues and conducts research to find alternative solutions; makes and assists in the implementation of recommendations.
6. Maintains and administers the police department's RIPA (Racial and Identity Profiling Act) Program; ensures compliance with the California Department of Justice.

7. Completes audits of the Body Worn Camera Program and produces compliance reports to the Division Commander.
8. Redacts Body Worn Camera videos in response to Public Information Act requests
9. Provides analytical and technical support in assisting the Police Department with meeting existing and new legislative requirements.
10. Supports internal investigations in the gathering of records.
11. Independently responds to letters and general correspondence of a routine nature.
12. Initiates and maintains a variety of files and records for information related to the department; maintains manuals and updates resource materials as needed.
13. Researches and analyzes technical and statistical data; prepares statistical, financial and technical analysis and reports.
14. Has the ability and willingness to work cooperatively in a team environment with other City employees in the course of daily work.
15. Develops and maintains positive public relations with emphasis on customer service.
16. Responsible for carrying out the mission of the City and the department and adherence to the City's and departmental organizational values.
17. Identifies opportunities, initiates and shows proficiency of the continuous improvement process.
18. Builds and maintain positive working relationships with coworkers, other City employees and the public using principles of good customer service.
19. Performs related duties as assigned.

**V. Job Related and Essential Qualifications:**

Note: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

**A. Knowledge of:**

- Standard office practices and procedures, including filing and records management.
- The function and use of standard office equipment.
- Computers and computer applications including spreadsheets, databases, and word processing.

- Principles and practices of governmental administration including organizational planning and analysis.
- Organization and operation of a Police Department.
- Basic budgeting principles.
- Basic marketing and communication practices.
- Basic budgetary principles and practices.
- Business English, including spelling, grammar and punctuation.
- Business arithmetic.
- Research and statistical methods.

**B. Skills at:**

- Preparing clear, concise and effective written materials.
- Maintaining accurate records and files.
- Use of computers and computer applications and software.
- Interpreting, analyzing and applying City and department policies, procedures and regulations.
- Coordinating multiple projects and meeting deadlines.
- Collecting, evaluating and interpreting a variety of information either in statistical or narrative form.

**C. Ability to:**

- Collect, compile, analyze and interpret statistical data.
- Understand, apply and communicate technical and complex rules, policies and regulations.
- Work independently in the absence of instructions.
- Work effectively under pressure.
- Recognize, prioritize and accomplish needed tasks.
- Maintain confidentiality.
- Prepare clear and concise technical, administrative and financial reports.
- Meet the physical, mental and environmental demands of the job.
- Promote a customer service focus in forging cooperative public relations.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective and cooperative working relationships with City staff and departments and others contacted in the course of work.
- Identify with management and City goals and objectives and understand City priorities and needs.
- Promote a customer service focus in forging cooperative public relations.
- Demonstrate continuing effectiveness in carrying out the knowledge, skills and requirements of the positions.
- Evaluate and continuously improve daily processes and procedures.
- Use a personal computer and job-related software applications.
- Maintain regular and predictable attendance.

**VI. Physical Demands/Qualifications:**

1. Requires the ability to sit for potentially long periods of time throughout the workday.
2. Manual dexterity and vision sufficient to operate computer systems for potentially long periods of time without experiencing abnormal hand, wrist or eyestrain.
3. Hearing and speech sufficient to understand conversations, both in person and on the telephone.
4. Mobility to work in a standard office environment, and use standard office equipment (computers, scanners, copiers, etc.).
5. Ability to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
6. Ability to drive in all weather conditions.
7. Ability to lift objects up to 25 pounds without assistance.

NOTE: Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

**VII. Non-Physical Demands/Qualifications:**

1. Communicate information clearly and effectively on a number of different levels, both verbal and written.
2. Operate under tight deadlines.
3. Be persuasive in selling ideas and concepts to the community, government agencies and financial institutions.

4. Be very detail oriented and possess superior analytical skills.
5. Demonstrate a high level of integrity.
6. Maintain confidentiality regarding employee/employer relations, disciplinary matters, etc.
7. Possess a valid California driver's license.

**VIII. Environmental Conditions:**

1. Working conditions in the office are clean, well lit and free from extremes of temperature and humidity.

**IX. Other duties and requirements:**

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.