

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Police Planning and Research Analyst</b>	<b>CLASS CODE:</b>	<b>644</b>
<b>REPORTS TO:</b>	<b>Police Lieutenant</b>	<b>GRADE:</b>	<b>25</b>
<b>DEPARTMENT:</b>	<b>Police</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB DESCRIPTION DATE: December 11, 2006 lb</b>			

**JOB SUMMARY**

Performs complex administrative work including independent and directed research. Conducts statistical analysis, research, evaluation and planning related to management programs specific to the Police Department.

**ESSENTIAL FUNCTIONS**

1. Conducts research and surveys, analyzes findings, prepares reports, makes recommendations and presentations to management.
2. Conducts feasibility studies, needs assessments, cost/benefit analyses and related studies to analyze administrative or operational problems, programs or policies.
3. Determines and designs the appropriate research methodologies, and statistical analysis techniques to apply to data and problem solving.
4. Writes reports detailing methods, findings, conclusions, and recommendations.
5. Develops and administers surveys/questionnaires to police employees.
6. Develops and maintains long-term goals and operational objectives relative to planning and research.
7. Collects and analyzes documentation for new programs, and assists in providing materials to update policies and procedures.
8. Researches, plans and implements statistical data to be used and retained for the evaluation of the budget process, allocation of resources, forecasting and other operational purposes.
9. Researches, analyzes and evaluates proposals, projects and departmental activities, systems, and programs in terms of staffing requirements, needs, priorities, costs, funding sources, and makes recommendations.
10. Researches and studies current literature and keeps the department abreast of new concepts, theories, equipment and programs applicable to law enforcement.
11. Receives input for the department's strategic plan.

**SECONDARY FUNCTIONS**

12. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES**

**Knowledge of:**

Principles and functions of research methods and techniques  
Routine research methods and procedures used in statistical analysis  
Data collection and statistical calculations  
Principles and practices of police administration  
Municipal budgeting procedures  
Computer software skills to include word processing, spreadsheets, statistical packages and email

**Ability to:**

Conduct a variety of technical, procedural and operational studies and prepare detailed reports outlining problems and recommend solutions  
Analyze, interpret and report statistical research findings  
Establish and maintain effective working relationships with employees, staff and other agencies  
Communicate clearly and concisely, orally and in writing  
Operate standard office equipment, including personal computers and computer applications

**WORKING CONDITIONS**

Office setting, requires extended periods of sitting and concentration.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Public or Business Administration, Criminal Justice, Social Sciences, Political Sciences or related field and two years of experience in research and analysis, preferably in a law enforcement agency.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.