

## **POLICE SERVICES ANALYST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction, performs a wide variety of complex, difficult, and specialized advanced journey level professional analytical and administrative duties in support of assigned Police Department functions, operations, and program areas including special projects, research studies, budget analysis, contract administration, and other specialized functions; coordinates and performs a variety of contract and grant administration duties; prepares various reports to improve the efficiency and effectiveness of operations; coordinates assigned activities with other departments, divisions, outside agencies, and the general public; and provides information and assistance to the public and outside agencies regarding assigned programs and services.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Performs a wide variety of complex, difficult, and specialized advanced journey level professional research, administrative, and analytical duties in support of assigned Police Department functions, operations, and program areas; performs duties in support of various administrative operations and activities within assigned area of responsibility including special projects, research studies, budget analysis, contract administration, legislative review, and other specialized functions.

Administers and coordinates significant and complex functions or projects; participates in the development and implementation of goals, objectives, and priorities for assigned functions or programs; recommends and implements resulting policies and procedures; creates and modifies policy and procedural manuals and guidelines.

Prepares and presents complex technical, administrative, and financial analytical and statistical reports that present and interpret data, identify alternatives, and present and justify conclusions, forecasts, and recommendations based on data summaries and other findings.

Participates in the budget development and administration for the Police Department; compiles information for and develops and manages the Police Department's annual operating, capital improvement, and grant budgets; prepares reports and analyses related to impact of budgetary decisions; prepares and presents budget documents including financial forecasts.

Tracks and monitors revenue and budget expenditures; assigns account numbers and provides budget approval for department expenditures and deposits; answers vendor and employee inquiries regarding purchases, accounts, and budgets; monitors purchases and electronically receives items in the City's financial system.

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.

Coordinates, implements, and monitors special projects within assigned area of responsibility; performs complex research and analysis of new programs, services, policies, and procedures; prepares and presents reports.

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Negotiates, writes, processes, and tracks Police Department contracts; researches and evaluates proposed contractual obligations and agreements; develops contract documents and prepares scope of services; negotiates contracts; coordinates City Council approval as necessary; obtains insurance documentation from contractors and verifies insurance meets City requirements; administers and oversees contracts including to monitor compliance with applicable contractual agreements; monitors contract expenditures.

Oversees the City's animal control contract with County Animal Control and the City's dead animal removal contract with a private company; represents the City at County Animal Control Representative meetings; negotiates contract terms; oversees contract compliance; prepares request for proposals; schedules and coordinates publicity for dog licensing and rabies vaccination clinics; researches and resolves citizen complaints including to draft correspondence and provide information to the public.

Researches, prepares, writes, reviews, monitors, and coordinates Police Department grants; prepares grant applications or local applications; prepares City Council staff reports including written reports and oral and graphic presentations; prepares grant budget adjustments; processes contracts; monitors programs for compliance with grant regulations; prepares grant reports and serves as a City liaison with grant agencies.

Analyzes federal, state, and local legislative proposals for impact on assigned operations.

Provides highly responsible staff assistance to higher-level management staff; participates on and provides staff support to a variety of committees, boards, and commissions; prepares and presents staff reports, position papers, and other correspondence as appropriate and necessary including those for Police Department administration and the City Council; schedules and prepares City Council items, including staff reports, workshops, resolutions, and ordinance changes for Police Administrative staff.

Coordinates and collaborates with departments, divisions and outside agencies; serves as a liaison with public and private organizations, community groups and other social organizations; provides information and serves as a resource.

Assists in the coordination of interdepartmental and departmental activities with other City departments and divisions and with outside agencies; participates on city-wide interdepartmental teams.

Attends and participates in professional group meetings; stays abreast of new developments within assigned area of responsibility; maintains awareness of federal, state and local regulations.

May oversee the work of lower level administrative support staff.

Responds to and resolves difficult and sensitive citizen complaints and inquiries.

Performs related duties as required.

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**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operational characteristics, services and activities of a Police Department..  
Organization and operation of municipal government.  
Principles and practice of program development.  
Advanced methods and techniques of data collection, research, and report preparation.  
Advanced methods and techniques of statistical and financial analysis.  
Advanced principles and procedures of financial record keeping and reporting including public sector budget and accounting processes.  
Principles and practices of budget preparation and administration.  
Advanced principles and practices of accounting.  
Office procedures, methods, and equipment including computers and applicable software applications.  
Applicable civil, government and administrative codes.  
Principles and practices of public sector contract administration.  
City contracting process and procurement language.  
Principles and practices used in grant development and administration.  
Grant funding sources.  
Principles and practices of customer service.  
Principles of business letter writing.  
Basic principles of supervision and training.  
Policies and procedures of the assigned department.  
English usage, spelling, grammar, and punctuation.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Perform a wide variety of complex, difficult, and specialized advanced journey level professional analytical and administrative duties in support of assigned Police Department programs and functions involving the use of independent judgment and personal initiative.  
Research and analyze complex problems and prepare recommendations on a variety of issues.  
Understand the organization and operation of the Police Department and outside agencies as necessary to assume assigned responsibilities.  
Read, interpret, and correct financial statements.  
Understand the City's budget and accounting processes.  
Interpret and apply pertinent federal, state and local laws, codes and regulations as well as City policies and procedures.  
Research, analyze and evaluate programs, policies and procedures.  
Collect, evaluate and interpret complex information and data.  
Conduct various organizational studies and analyses.  
Prepare, research, negotiate, and monitor contracts and agreements.  
Prepare clear and concise administrative and financial reports for varying audiences.  
Maintain accurate and complete records on programs and operations.  
Prepare and administer assigned budgets.  
Interpret financial and technical information for a variety of audiences.  
Independently prepare correspondence and memoranda.  
Operate office equipment including computers and supporting applications.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Supervise, organize and review the work of lower level staff as assigned.  
Organize and prioritize work flow.

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Demonstrate an awareness and appreciation of the cultural diversity of the community.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in accounting, public administration, business administration, economics, or a related field. A Master's degree in a related field is desirable.

**Experience:**

Five years of increasingly responsible administrative, analytical and/or budgetary experience at a level comparable to a Management Analyst II with the City. Experience in administering programs in a police department is highly desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting. CONTINUOUS working indoors, dust from paperwork. Work schedule is 9/80 with alternating Fridays off in a biweekly period. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms.

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.