



City of Scottsdale
POLICE PLAN & RESEARCH MGR

CLASS CODE	2390	SALARY	\$41.38 - \$56.41 Hourly \$86,070.40 - \$117,332.80 Annually
ESTABLISHED DATE	June 15, 2020	REVISION DATE	November 30, 2022

Class Summary

Plans, organizes, and manages the activities of the Planning, Research, and Accreditation Section in the Police Operational Services Bureau.

Distinguishing Characteristics

- This is a supervisory job classification.
- See 'Essential Functions' for list of possible duties.

Minimum Qualifications

Education and Experience

- A Bachelor's Degree from an accredited educational institution.
- Four years' experience in Research, Policy Analysis, Project Management, or related experience.
- One year of lead or supervisory experience.
- An equivalent combination of education and job-related experience may substitute for the educational requirements on a year-for-year basis.
- Preferred: Degree in Criminal Justice, Public Administration, or Business Administration.

Licensing, Certifications and Other Requirements

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

Knowledge, Skills and Abilities

Knowledge of:

- Complex project management and control techniques.
- Policy development and accreditation compliance process.
- Administrative crime analysis, including Uniform Crime Reporting (UCR) and the National Incident Based Reporting System (NIBRS).
- Strategic planning, including development and implementation.
- Research methodology as it relates to industry trends in policing, innovation, and management.
- Information technology concepts and practices.

- Performance management principles including benchmarking, data analytics, and process improvement.
- City codes, State statutes, and Federal regulations as well as the principles and practices of public administration.
- Principles and practices of supervision.
- Microsoft Office products and other relevant technologies.

Ability to:

- Manage multiple large-scale projects simultaneously.
- Compile reports from a wide variety of sources.
- Make oral and written presentations to senior internal and external audiences.
- Prepare comprehensive, detailed recommendations and reports in a manner that meets the needs of broad audiences.
- Act as a liaison with internal and external information services providers for multiple projects and services.
- Logically analyze and synthesize complex systems to develop satisfactory solutions.
- Comprehend and make inferences from written materials.
- Make mathematical calculations and draw logical conclusions.
- Listen, communicate, and work effectively with a diverse group of people.
- Prepare, write, and edit professional documents utilizing a computer. Attend or conduct various meetings as needed.
- Supervise and coordinate the activities of the staff as assigned, including training, scheduling, hiring decisions, written performance evaluations, and possible disciplinary actions.
- Observe, review, and check the work of staff members to ensure expectation of standards are met.
- Establish and maintain effective working relationships with City staff and the general public.
- Complete OSHA/safety training as required.
- Perform other duties as assigned.

Essential Functions

Performs duties and responsibilities commensurate with assigned functional area which may include, but are not limited to, any combination of the following:

- Develops, directs, and implements police strategic planning projects, research projects, policy development, and law enforcement accreditation programs, including facilitating training on accreditation processes.
- Communicates with other governmental jurisdictions on police-related topics and develops and implements agreements.
- Performs research studies, feasibility studies, needs assessments, cost/benefit analysis, cross-impact studies, allocation and deployment studies, and management studies.
- Prepares comprehensive, detailed recommendations and reports.
- Supervises employees and coordinates personnel-related activities to include, but not limited to: training, approving work schedules, recommending/approving personnel actions, coaching and counseling, establishing performance goals, and writing performance evaluations.
- Leads organization-wide projects, initiatives, and programs and facilitates program delivery with senior leadership.
- Oversees the submission of law enforcement data to national and state reporting agencies.
- Performs extensive research for special projects; collects information on operational and administrative problems and performs comprehensive analysis; synthesizes information; prepares comprehensive

administrative, operational, and statistical reports or manuals for use by internal and/or external organizations.

- Communicates and interacts effectively with management, internal staff, other government agencies, and the general public, researching as necessary to provide requested information.
- Serves as project manager for Police projects and mentors staff on project management and process improvement techniques.
- Performs program evaluation and organizational analysis; monitors procedures and methods; prepares oral and written presentation findings and recommends action; performs survey design and data analysis.
- Develops and maintains reporting systems.
- Reviews, researches, responds to, and resolves a variety of requests from citizens, other City staff, and the general public.
- Negotiates, monitors, and administers professional contracts and grants.
- Establishes long-range and short-range plans, develops forecasts, and makes recommendations to strategically position the department to meet current and future needs.
- Develops and monitors Research and Accreditation Division budget as well as developing budget forecasts and reports.
- Coordinates the development of process improvements through the use of data analytics.

Pre-Employment Requirements

- This is a safety-sensitive position that requires candidates to successfully pass a post-offer drug screen prior to start date.
- The City of Scottsdale will incur the cost of all required pre-employment testing.

Reporting Relationship

- This position within the Scottsdale Police Department reports to the Police Operational Support Director of the Operational Services Bureau in the Public Safety Division.

Work Environment/Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position or that an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most work is performed in a City office environment.
- Lift and carry materials weighing up to 30 pounds.
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy and fax machine, requiring continuous and repetitive arm, hand, and eye movement.
- Travel to/from meetings and various locations.
- Work a flexible schedule.

EQUAL EMPLOYMENT OPPORTUNITY: It is the policy of the city to provide employment opportunities to all persons based solely on ability, regardless of race, color, religion, sex, national origin, age, sexual orientation, gender identity, or disability.

When advised reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation. Persons with a disability may request a reasonable accommodation by contacting HR

Receptionist at (480) 312-2491. Requests should be made 24 hours in advance or as early as possible to allow time to arrange the accommodation. For TTY users, the Arizona Relay Service (1-800-367-8939) may contact HR Receptionist at (480) 312-2491.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.