

## **PUBLIC SAFETY STRATEGIC PLANNING AND DATA ANALYSIS COORDINATOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** The Public Safety Strategic Planning and Data Analysis Coordinator coordinates efforts in strategic planning and data collection/analysis for either the Mesa Fire and Medical Department or the Mesa Police Department. The position performs complex data mining, and designs/manages analytical models to facilitate departmental strategic planning and related functions such as performance measurements and reporting open data, accreditation, ratings, administrative functions, scheduling, and/or deployment models and any other programs or divisions within the respective department that involve detailed data analytics. This position may supervise professional and paraprofessional classes involved in planning and data collection/analysis or related functions. This class performs related duties as required.

**Analytical Modeling:** Builds/utilizes analytical models with data from existing operational and financial databases, field observations, interviews/discussions, and business processes to provide actionable insights and decision support to help management solve problems and answer complex questions framing data analysis in a comprehensive manner to provide solutions to strategic questions; builds integrated operational and financial models that are able to provide consistent, instant, and accurate answers to multiple management questions, and are able to track processes and process improvement over long periods of time and predicts multiple variables; and provides sound perspective on modeling approaches, techniques, and tools used in resolving business problems.

**Data Mining and Analysis:** Uses SPSS, SQL, Microsoft Excel, and other analytical tools to gather, clean, and package extensive data files; applies advanced analytical, statistical, longitudinal, and/or optimization methods related to project work; acquires, cleans, integrates, analyzes, and interprets disparate datasets using a variety of geospatial and statistical data analysis; identifies data sources; and chooses and uses appropriate techniques and software tools to answer questions.

**Project Management:** Assists in coordinating resources, personnel, activities, value-at-risk assessments, and priorities within multiple, simultaneous projects; identifies and negotiates schedules, milestones, and resources required to meet project objectives; communicates with multiple stakeholders including internal and external staff, contractors, vendors, suppliers, management, and public officials to successfully complete projects; reviews and coordinates acquisition and organization of data; and provides transparent and inclusive information to all involved stakeholders.

**Technical Assistance:** Helps develop the analytical literacy/skillset of department personnel; and assists other divisions/programs with short- to medium-term data analytic needs by developing an understanding of the overall management objectives, identifying data/information gaps, and developing user-friendly analytical solutions (example: queries, reports, dashboards, pivot tables, etc.), and processes to close those gaps.

**Distinguishing Features:** Work requires considerable independent judgement and initiative in combining a broad scope of knowledge and professional and sophisticated analytical judgements regarding organizational effectiveness to address a variety of complex Department-wide issues. Incumbents are required to carry out assignments without detailed instruction or guidance. This position is expected to have considerable expertise in examining and evaluating program results and operational

efficiency, and in applying and promoting a data-driven decision-making model that will improve Department operations and outcomes for Mesa residents and visitors. This position reports to the Assistant Chief, Deputy Chief, or Deputy Director – Fire and Medical Department. This class is FLSA exempt-administrative.

## QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, Computer or Data Science, Math/Statistics, GIS, or closely related field. Extensive (5+ years) full-time professional work experience in accounting, strategic planning, data mining and analysis, analytical modeling, performance measurement/program evaluation, or management consulting/auditing, which involved extensive use of statistical, analytical software for decision-making purposes (example: ArcGIS, SQL tools, Microsoft Excel, or other comparable statistics programs), or closely related analytical activity.

**Special Requirement.** Because of the confidential, sensitive nature of information handled, successful completion of a background investigation is required. (*Police Department Assignment*).

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of the assignment, individuals shall be subject to pre-employment or pre-placement alcohol, drug, and/or controlled substance testing as outlined in City policy and procedures (*Police Department Assignment*).

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Master's Degree in Business or Public Administration, Computer or Data Science, Math/Statistics, GIS (Geographic Information System), or closely related field. Good (1 – 3 years) supervisory experience. Extensive (5+ years) full-time professional project/program/change management experience. Certified Public Manager, Certified Government Performance Manager, Certified Public Accountant, Certified Quality Manager (CQM), Lean Six Sigma, and/or Balanced Scorecard certification. Law Enforcement Planner Certification is preferred (*Police Department assignment*).

## ESSENTIAL FUNCTIONS

**Communication:** Communicates orally and in writing to management, other City employees, external vendors, customers, and consultants to promote, establish, and align effective management systems and practices. Consults, organizes, and advises management on a broad range of data products, effective management practices, and issues. Works closely with executive staff to facilitate holistic integration of innovative, data-based strategic solutions, and works with technical professionals to establish working relationships to help improve Department operations. Assists in coordinating resources, personnel, activities, value-at-risk, and priorities within multiple simultaneous projects.

**Manual/Physical:** Uses statistical, analytical software for decision-making purposes. Reviews the work product of others. Prepares models, visualizations, products, and presentations to implement strategic solutions. Prepares and presents information for management review. Operates a variety of

standard office equipment to collect and analyze data and to prepare information, materials, and other communication. Meets scheduling and attendance requirements.

**Mental:** Coordinates the department-wide efforts in strategic planning and data collection/analysis efforts. Performs complex data mining and designs/manages analytical models. Provides actionable insights and decision support. Designs, plans, organizes, initiates, manages, recommends, coordinates, consults, and facilitates assigned projects. Identifies long-term management, process, and system deficiencies and needs. Conducts primary research and analyzes data (financial, written, and observed) to obtain evidence, confirm hypotheses, develop trends, detect abnormalities, ascertain practices, identify implicit and explicit biases, identify management structure, and make recommendations to management. Builds analytical, operational, and financial models. Uses software and analytical tools to gather, clean, and package extensive data files. Identifies, acquires, cleans, integrates, analyzes, and interprets datasets. Performs mathematical calculations, statistical computations, and financial and cost analyses. May supervise paraprofessional and professional classes involved in planning and data collection/analysis or related functions. Resolves procedural, operational, and other work-related issues.

**Knowledge/Skills/Abilities:**

Knowledge of:

project/program/change management continuous improvement philosophy;  
process improvement tools and techniques and Department-wide/similar applications;  
advanced statistical techniques;  
principles and procedures of research, data collection, and report preparation; and  
analytical models (forecast, process improvement, optimization, labor planning, system utilization, what-if and scenario analysis, cause-effect, etc.).

Skill in:

analytical modeling;  
data mining and analysis;  
managing multiple projects simultaneously;  
providing technical assistance/supervision;  
research design methods, procedures, and techniques used in statistical analysis;  
coordinating department-wide efforts with multiple department and City stakeholders;  
examining and evaluating program results and operational efficiency;  
applying and promoting data-driven decision-making models;  
applying principles and practices of business management and public administration; and  
using computer software for statistical data.

Ability to:

establish cooperative working relationships with all levels of employees and management and other government and private organizations;  
prepare clear, concise, and accurate written documents and reports;  
research, develop, and administer effective and efficient data-driven systems and programs;

prepare statistical models, visualizations, and presentations;  
communicate clearly, concisely, and convincingly in front of small and large groups;  
balance the demands of time, and change direction quickly based on data analysis;  
exercise initiative and independent judgement to analyze data and draw conclusions that are meaningful;  
identify risks within the organization's current value model;  
make decisions and recommendations that are useful and actionable for management;  
manage small and large teams of internal and external stakeholders to reach mutual decisions; and  
design analyses and facilitate solutions to holistically implement strategic answers to large-scale issues and inclusive of diverse viewpoints.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change as the needs of the Department and requirements of the job change.

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EEO-Prof

JOB FCTN-ADM

Non-DOT Safety-Y (*Police Department Assignment*)

Non-DOT Security-Y (*Police Department Assignment*)

Non-DOT Random-N

DOT-N

INCREMENTS 55-200

PAY GRADE: 57

IND-9410

SWORN-No

CDL-N

RESP-N