

POLICE PLANNER

JOB DESCRIPTION

Classification Responsibilities: A Police Planner is responsible for performing complex, statistical, and analytical research work; and supervising the Planning and Compstat Division of the Police Department. Duties include: supervising para-professional and professional staff; and conducting research and statistical studies, needs assessments, and feasibility studies relating to planning and policy issues, budget issues, service levels, manpower allocation, equipment and program evaluation, and district/beat boundary evaluation. Additional responsibilities include overseeing related Capital Improvement Projects to provide consistency to short- and long-term projects; conducting surveys or research, analyzing findings, and making recommendations; and preparing monthly, annual, and special reports. This classification will also be responsible for assisting with the budget administration; developing and administering policies and procedures; developing short- and long-range developmental plans including determining the fiscal impact and feasibility of the plans with life cycle planning; and conducting special investigations and studies. A Police Planner may be required to make presentations to police personnel, members of the community, and outside agencies. This class performs related duties as required.

Distinguishing Features: This class is supervised by a Police Lieutenant or higher rank with general direction and allowance for independent initiative, judgment, and latitude for selection of methods and procedures. Work is reviewed through conferences, reports, and results achieved. This class is FLSA exempt-professional.

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. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public/Business Administration or a related field. Considerable (3 - 5 years) experience in statistical research and analysis. A minimum of one year of supervisory experience.

Special Requirements. Because of the confidential, sensitive nature of the information handled, successful completion of a background investigation is required.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Some experience with Statistical Analysis System (SAS) or Statistical Product and Service Solutions (SPSS) and general programming abilities are preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, management, City employees, and outside law enforcement agencies to collect information for analysis. Gives oral presentations and produces professional quality written documents including budget materials, memos, reports, and performance evaluations with clearly organized thoughts using proper sentence construction, punctuation, and grammar. Instructs and trains subordinates regarding work procedures and policy changes. Interprets data and makes recommendations to improve departmental operations. Answers inquiries from Councilmembers and other agencies as related to Police Department programs, policies, and procedures.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, federal and state regulations, and other guidelines such as City codes, departmental general and operations orders, and City Personnel rules. Operates a variety of standard office equipment such as a telephone, printer, or personal computer in order to prepare reports. Enters, searches, and retrieves information utilizing a terminal or personal computer in order to collate and analyze data. Meets scheduling and attendance requirements.

Mental: Supervises and evaluates the work of subordinate personnel. Comprehends and analyzes written materials including police reports in order to provide conclusions about trends. Analyzes data in order to make written or verbal recommendations to management. Prioritizes and assigns work to personnel and prioritizes own work. Learns job-related material through on-the-job training regarding computer databases unique to City-developed systems and Mesa Police Department rules and procedures. Conducts a variety of procedural and operational studies in order to outline problems and recommend solutions. Develops policies, operating procedures, performance standards, and short- and long-term objectives for the Planning and Research Unit. Assists with the budget preparation for the Unit.

Knowledge/Skill/Abilities:

Knowledge of:

research design methods, procedures, and techniques used in statistical analysis;
principles and practices of business management and public administration;
community and public relations practices;
principles and practices of law enforcement;
basic supervisory techniques; and
operations, procedures, and organization of the Mesa Police Department;

Skill in using computer software packages designed for statistical data.

Ability to:

research, develop, and administer effective and efficient systems and programs;
perform thorough and precise analysis and present information in a professional, comprehensive form;
conduct a variety of special studies and projects;
acquire knowledge of law enforcement needs, techniques, methods, and legal demands;
learn the principles and practices of Police and Public Administration;

learn computer software applications in use or being developed by the City;
prepare graphic representations of detailed and complex statistical findings;
work under pressure within time constraints;
communicate and present ideas concisely and effectively both verbally and in writing; and
establish and maintain effective working relationships with fellow employees, supervisory personnel, subordinates, management, outside agency personnel, and the general public.

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 by the City as the needs of the City and requirements of the job change.

Revised 7/25

MR/js

CS4847.DOCX

EEO-Prof

JOB FCTN-ADM

Non-DOT Safety and Security-Y/N

CDL-Y/N

RESP-Y/N

PAY GRADE: 55

IND-9410

SWORN-No

Non-DOT Random-Y/N

DOT-Y/N (*By Assignment*)

INCREMENTS 58-200