



Office of Human Resources
Management Analyst OIM - FA2137
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General Statement of Duties

Performs a wide range of professional, analytic staff work to support the functions and operations of the Office of the Independent Monitor.

Distinguishing Characteristics

This class is exclusive to Denver's Office of the Independent Monitor and is not a Career Service position. This position reports directly to the Monitor and will conduct a wide variety of difficult and responsible analytical research work. This is an "at will" position that will serve at the pleasure of the Monitor.

Level of Supervision Exercised

May perform project or operational leadwork.

Essential Duties

Administers the Monitor's case management and research database.

Performs complex qualitative and quantitative data analysis of police complaints.

Prepare detailed weekly, monthly and annual reports on patterns in complaints, workload and investigation outcomes.

Plan, organizes and conducts objective and data-driven evaluations of police and sheriff department policies, practices and programs.

Develops, administers, assists in the analysis of complainant and police officer satisfaction surveys.

Develops new methods for collecting data, new database applications for archiving and retrieval of statistics, and maintains records.

Develops error checking programs and assures data collected is reliable, timely and valid and resolves issues of data incongruence, collection procedures and editing.

Prepares reports and recommendations pertaining to findings in publications and conference presentations, and to management.

Utilizes a variety of software to obtain statistical outputs for analyses of the organization's operations and studies and trains and assists others in the use of software for statistical purposes.

Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions.

Plans, schedules, coordinates, assigns work and establishes priorities for subordinate employees based upon goals and individual capabilities.

Performs other related duties as assigned or requested.

Competencies

Information Management – Identifies a need for and knows where and how to gather information and organizes and maintains information or information management systems.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations

Problem Solving – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one’s job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of descriptive statistics sufficient to be able to compile data, interpret tables and graphs and generate reports.

Knowledge of inferential statistics and multivariate analysis sufficient to be able to compile data, perform analysis and provide findings and recommendations.

Knowledge of research methods and techniques sufficient to be able to determine and devise appropriate data survey and collection instruments, data interpretation procedures and analytical methodologies to be utilized.

Knowledge of a variety of computer software sufficient to be able to statistically analyze data.

Skill in synthesizing findings, charts and graphs from various sources and generating reports.

Skill in using computers and a variety of software to perform statistical analysis.

Education Requirement

Bachelor's Degree in Statistics, Computer Science, Criminal Justice, Sociology or a related field.

Experience Requirement

Three (3) years of experience performing statistical analysis and research which included the use of automated applications.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

None

Working Environment

Temperature Changes: variations in temperature from hot to cold.

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Working Conditions: Potential exposure to unpleasant elements (accidents, injuries and illness).

Subject to many interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Carrying: transporting an object usually by hand, arm or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Vision: ability to see clearly at 20 inches or less; ability to adjust vision to bring objects into focus; ability to distinguish and identify different colors.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Education Check

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-811

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: