



Office of Human Resources
Research Supervisor - CA0969
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General Statement of Duties

Performs supervisory and professional work and directs the operations of the Office of Policy Analysis in the Department of Safety.

Distinguishing Characteristics

This class is distinguished from other supervisory classes by its location in and responsibility for supervising and directing the activities of the Department of Safety Office of Policy Analysis. This class is distinguished from the Senior Statistical Research that coordinates and performs a variety of statistical research and analyses to provide information to management and other governmental agencies.

Definition of Statistics:

Statistics is the science and practice of developing knowledge through the use of empirical data expressed in quantitative form. It is based on statistical theory which is a branch of applied mathematics. Statistics is concerned with collecting and processing data, summarizing information, estimating descriptive constants (parameters), discovering empirical laws, testing hypotheses, and designing experiments in such a way that valid inferences can be drawn from empirical evidence.

Level of Supervision Exercised

Supervises two or more employees who do not supervise.

Essential Duties

Develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training and other approaches to provide opportunities for staff flexibility and development.

Plans, schedules, coordinates and assigns work and establishes goals and priorities for subordinate employees.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Resolves problems encountered during daily operations and determines standards for problem resolution.

Reviews work upon completion for adherence to guidelines and standards.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Implements safety standards and develops procedures to ensure compliance.

Conducts research studies, analyzes data and develops reports and graphics in order to provide information to the management of the police, fire and sheriff departments.

Utilizes a geographical information system and various software packages for the analysis of information.

Extracts data from existing data sources or collects data and designs databases to manipulate information into spreadsheets, graphic information or other forms.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Influencing - Collaborates with, persuades and influences others.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

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

Technical Competence – Understands and appropriately applies procedures, requirements, regulations and policies related to specialized expertise (statistical analysis); maintains credibility with others on technical matters.

Knowledge & Skills

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 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.

Skill in performing professional research utilizing automated systems.

Skill in analyzing and utilizing data in professional reports.

Education Requirement

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

Experience Requirement

Three (3) years of experience in conducting 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.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Pressure due to multiple calls and inquiries.
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.

Fingering: picking, pinching or otherwise working with fingers.

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

Vision: ability to judge distances and space relationships; ability to see peripherally; ability to adjust vision to bring objects into focus.

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

Background Check Requirement

Criminal Check
Employment Verification
Education Check

Assessment Requirement

Professional Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-813

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: