

DATA ANALYST, SCHOOL POLICE

DEFINITION

Performs technical studies involving gathering and compiling information related to criminal activity and provides analyses of data to increase the effectiveness of the school police operation.

TYPICAL DUTIES

- Summarizes criminal activities to assist in determining deployment strategies and recommending other public safety strategies.
- Performs basic statistical calculations; compiles and analyzes data; interprets trends, fluctuations, correlations, and patterns; and prepares and disseminates reports.
- Recommends and implements systems and procedures for the collection and compilation of data.
- Determines methods of statistical analysis and selects variables to be included in analysis.
- Consults with program and administrative staff in the evaluation of software systems and makes recommendations.
- Researches pertinent literature and analyzes applicability of concepts.
- Creates and maintains databases, files, and other crime information sources including web postings.
- Prepares charts, graphs, and other pictorial representations of statistical data.
- Reviews data for errors or inconsistencies.
- Assists with grant implementation by collecting data and providing information as requested.
- Maintains liaison with other police departments, schools, and the community in order to carry out assignments.
- Conducts research and provides general information to departmental staff and other agencies as assigned.
- Maintains police reports and archives.
- Assist other District offices, other governmental offices, and the general public with requests for reports, subpoenas for reports, and Public Information Act requests.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Data Analyst, School Police summarizes and analyzes information related to criminal activity to increase the effectiveness of the school police operation and recommends and implements data collection methods.

An Administrative Analyst performs a variety of journey-level duties that are oriented primarily toward the analysis of systems and procedures, organization and management, work-flow and distribution, work simplification, and improvement in efficiency.

A Supervising Personnel Clerk plans and supervises specialized personnel-clerical work in a moderately sized unit that involves major responsibility for personnel-clerical activities without immediate review by a higher-level clerical supervisor. Positions in this class are often responsible for general office management and usually have supervisory responsibility over six or more clerical employees.

SUPERVISION

General supervision is received from a supervisory or administrative employee. Work direction may be exercised over clerical employees, students, and volunteers. May train new Data Analysts.

CLASS QUALIFICATIONS

Knowledge of:

- Federal, State, and local laws and law enforcement practices
- Laws and policies governing confidential or sensitive information
- Research techniques including elementary statistics
- Basic capabilities and applications of spreadsheet, database, graphic, and word processing software
- Data collection methods

Ability to:

- Analyze data and draw logical conclusions
- Determine best methods of collecting and organizing data
- Recognize trends and their application to departmental operations
- Compose and orally deliver informational material and instructions in precise English
- Work effectively with the public and all levels of District personnel
- Organize, maintain, and retrieve data from electronic files

Special Physical Requirements

- Manual dexterity as required to operate standard office machines and a computer terminal
- Visual acuity to read detailed documents, some in small print

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, and the completion of at least 60 semester units or its equivalent or possession of a two-year or four-year college degree.

Experience:

Two years of experience, preferably with a law enforcement agency, involving the analysis of data related to improving operations. Two years of college-level courses which include courses in criminal justice, statistics, research methods, public administration, quantitative analysis, information management, or related courses may substitute for one year of the required experience.

Special:

Appointment is subject to fingerprinting and a background investigation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

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CN

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01-25-21
JPK