

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone: 608-266-4901

2. Class Title (i.e. payroll title):

IT Specialist 2

3. Working Title (if any):

Police Data Supervisor (suggested new title) or Crime Analysis Supervisor

4. Name & Class of First-Line Supervisor:

Police Director Lee Hunt

Work Phone: (608) 261-9107

5. Department, Division & Section:

City of Madison Police Department, Data Innovation and Reform

6. Work Address:

211 S Carroll Street
Madison, WI 53703

7. Hours/Week: 38.75

Start time: 08:00 End time: 16:30

8. Date of hire in this position:

From approximately what date has employee performed the work currently assigned: _____

9. Position Summary:

This is a professional position evaluating, analyzing, and disseminating police/crime/agency data, as well as direct supervision to those assigned providing similar crime and data analysis. Under the general supervision of the Police Director of Data, Innovation and Reform, work involves the exercise of independent judgement, project management, and research related to crime and data analysis. This position addresses and manages internal requests and needs for crime and data analysis, as well as ad hoc requests from other city agencies, external law enforcement agencies, community stakeholders, and supplies data and analysis for grant applications, and the general public. This work is accomplished utilizing or directing the use of various query tools and methods, directing or applying analysis procedures and techniques, GIS mapping, formally organizing and developing charts/documents/etc., and establishing and fostering communication channels internally and externally. This position is expected to provide the needed supervision to the Crime and Data Analysis team to ensure timely, relevant and pertinent information both internally and externally, and coordinate with City and Agency IT. The position requires the ability to manage and exercise judgment and discretion when faced with multiple competing tasks; communicate effectively both verbally and in writing; to clearly communicate complex data analysis methods and findings to both professional and lay audiences; listen effectively and participate effectively in a team environment. The position is responsible for developing and leading presentations related to crime reduction strategies the agency uses.

10. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 20% A. Supervise personnel assigned to the Crime Analysis and Data Analysis Team
1. Supervise Crime Analyst, Data Analyst and IT Specialist positions
 2. Provide regular guidance and direction of scheduling, work priorities, programmatic guidance, professional development, and training for subordinate employees
 3. Manage programmatic areas of responsibility assigned to subordinate personnel
 4. Lead all recruitment, onboarding, evaluation, hiring, discipline, and training for subordinate personnel
- 50% B. Data Collection, Analysis, and Evaluation
1. Work with the Police Director and appropriate personnel to develop data collection and management systems.
 2. Assist with gathering data for monthly and quarterly reporting
 3. Extract data from the police records management systems for use in crime and data analysis reports.
 5. Perform ongoing data quality monitoring, conduct various data procedures as directed, and coordinate with agency IT resources.
 6. Gather data from police records management systems to assist with the evaluation of the police problem solving, enforcement and outreach efforts.
 7. Work to implement and maintain technology for crime analysis – research analytical tools for process improvements; perform administrative tasks related to software products; work with computerized systems and databases.
 8. Other police department crime and data analysis projects as assigned
- 20% C. Writing and Data Visualization
1. Contribute to and write reports/documents for internal and external stakeholders.
 2. Prepare materials and presentations for broad communications of project progress.
 3. Use effective data visualization techniques to make complex information accessible and understandable.
 4. Complete other police department crime and data analysis projects as assigned
 - a. Utilize various databases and software systems to collect, analyze, evaluate and disseminate crime data.
 - b. Develop queries and methods to extract data from databases
 - c. Understand MPD's data collection and review processes as well as database structure in order to advise others on how best to request and utilize police data.
 - d. Aid in transition between various police-related records management systems including extraction, transformation, and loading of data.
 - e. Work with agency IT, stakeholders, and vendors to develop a more efficient and responsive system of record keeping.
- 10% D. Other Duties Assigned
1. Participate in professional development to meet departmental and professional development goals.
 2. Work and support police centric software and systems.
 3. Related work as assigned

11. Primary knowledge, skills and abilities required:
Training & Experience

- Graduation from an accredited college or university with a Bachelor's Degree in Statistics, Computer Science, Data Science, Mathematics, Geography (GIS), or related social science fields.
- One year working experience in a data analyst or related field.
- Previous supervisory or leadership experience is preferred.
- Certificate in GIS or Crime Analysis preferred.
- Experience working with Law Enforcement or Local Government preferred.
- Other combinations of training and/or experience which can be demonstrated the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Knowledge, Skills & Abilities

- Ability to take direction but also provide leadership and guidance to a small team.
- Working knowledge of the principles of data analysis, research methodology, administration and management.
- Proficient with a variety of computer software programs including:
 - Microsoft products
 - Analytical software (Crystal Reports, GIS, SQL and related extension)
 - Programming and or query languages (Python, R, SQL)
- Knowledge of data governance and data quality.
- Ability to evaluate the effectiveness of work (research or crime reduction) programs.
- Ability to conduct interviews, collect and evaluate data, and compile accurate related financial, statistical and narrative reports and recommendations.
- Strong analytical and problem-solving skills with the ability to develop alternatives, conclusions and solutions.
- Strong organizational skills.
- Ability to protect the integrity of confidential information.
- Ability to apply new technologies to data analysis and reporting.
- Ability to independently prepare, present, and support analytic findings.
- Ability to develop and maintain effective working relationships with a wide variety of City and external business contacts.
- Ability to work effectively with multi-cultural populations.
- Ability to communicate effectively both orally and in writing.
- Ability and willingness to work a flexible schedule when needed.
- Ability to attend meetings outside the regular work schedule, including evenings.
- Ability to maintain adequate attendance.

Special Requirements

- Ability to meet the transportation requirements of the position.
- Incumbents in this position will be expected to attend evening meetings as necessary.
- Work is primarily sedentary in nature and performed in an office environment. Employees will be expected to use standard office equipment such as a telephone, computer, calculator, and copier.

12. Special tools and equipment required:

13. Required licenses and/or registration:

14. Physical requirements:

Work is primarily sedentary in nature and performed in an office environment. Employees will be expected to use standard office equipment and be able to sit for long periods of time.

15. Supervision received (level and type):

16. Leadership Responsibilities:

This position: leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

Xhas no

17. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

EMPLOYEE

DATE

18. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.