Police Planning & Analysis Coordinator  
#02726  
City of Virginia Beach – Job Description  
Date of Last Revision: 12-14-2015

FLSA Status: Exempt  
Pay Plan: Administrative  
Grade: 13

City of Virginia Beach Organizational Mission & Values
The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary
Direct and manage staff assigned to the Office of Planning and Analysis which is responsible for research and development, computerized crime mapping, preparation of statistical reports, analyses, and documents, and coordination of the department’s Internet and Intranet web sites; serve in a lead role in coordinating the department’s administrative, research, and technology functions; assist the director and division heads in coordinating short and long range strategic planning initiatives, goals, and objectives; plan, develop, coordinate, and evaluate diverse projects and programs; direct research and analysis projects; develop and design complex data extraction procedures using industry standard software (SQL, Crystal Reports, Visual FoxPro, etc.); serve as liaison with City’s Information Technology staff in managing and planning various technology initiatives; manage department’s efforts in quality assurance and compliance with state and federal reporting requirements; supervise assigned staff; and perform assigned special projects.

Representative Work Functions and Responsibilities
Coordinate and assist the department’s director and command staff in developing long/short-range strategic plans, goals, objectives, priorities, program measures, resource allocation, and manpower forecasting.

Prepare operating and analytical reports providing necessary information and recommendations with rationale regarding program needs and resource allocation.

Serve as department project manager or contract administrator of various technology initiatives; conduct and coordinate special projects.

Provide easily accessible information to internal and external customers.

Conduct program evaluations and research projects, including data collection, quality assurance, statistical analysis, surveys, and presentation of findings in report form for publication in annual reports and official releases to other City agencies, City Council, City boards and commissions, the media, and the public.

Ensure compliance with state and federal reporting requirements.

Develop and conduct training on the use of the department’s automated systems and records management systems; and identify and evaluate staff training needs.
Represent the department on various committees and teams.

Coordinate various process improvement teams.

Supervise assigned staff.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

**Performance Standards**
Represent the department or division in a professional, diplomatic manner, exercising appropriate judgment, discretion, and tact; effectively evaluate organization programs, coordinate short and long-range planning, and recommend course of action for problem areas; adequately provide correct and sound information to staff regarding personnel, operating, and administrative policies and procedures; ensure compliance with state and federal reporting requirements; anticipate research needs and initiate and direct research projects; effective use of technology solutions and resources; respond in a timely and professional manner to inquiries from the City Council, City Manager, City executives, Police Department personnel, external agencies, the media, and citizens; and effectively represent the department on various teams and committees.

**Minimum Qualifications**
Requires any combination of education (above the high school level) and/or experience equivalent to ten (10) years in fields utilizing the required knowledge, skills, and abilities, in such areas as planning, research, technology, or related field.

Must have, or obtain, a current and valid Virginia or North Carolina driver's license in accordance with Virginia or North Carolina DMV driver’s license eligibility requirements.

**Special Requirements**
All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

A. **Knowledge**
   1. Knowledge of the principles and practices of modern public and law enforcement administration, management, and operations.
   2. Knowledge of contract administration, project management, and strategic planning.
   3. Knowledge of the department organization, programs, and functions.
   4. Knowledge of city ordinances and policies governing departmental programs/operations.
   5. Knowledge of the application of current automated data processing hardware, software, geographic information systems, web page design, data extraction, and data analysis software.
   6. Knowledge of research methodology, statistical analysis, and survey design.

B. **Skills**
   1. Skill in computer applications using industry standard software (RMS, CADS, Web content management, SQL, Crystal Reports, Visual FoxPro, etc.).
   2. Skill in establishing work procedures which maintain work flow.
   3. Skill in coordinating ideas from many people/groups and developing into a unified response.
   4. Skill in handling difficult interpersonal working relationships with employees and the public.

---

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.
using tact and diplomacy.
5. Skill in leading, developing, monitoring, and evaluating long and short term strategic planning.
6. Skill in interpreting data and preparing written reports and correspondence.
7. Skill in technical writing and presentation of reports and correspondence.
8. Skill in the interpretation and application of department policies and procedures.
9. Skill in both oral and written communications, covering technical and non-technical subjects.

C. Abilities
1. Ability to prepare and present detailed reports.
2. Ability to communicate effectively both orally and in writing.
3. Ability to prepare departmental policies, procedures, and training plans.
4. Ability to develop new ideas into workable plans and to sell those plans to administration.
5. Ability to lead, plan, coordinate, train, evaluate, and direct/supervise the work of the staff.
6. Ability to apply technology to meet office automation needs.
7. Ability to establish and maintain effective working relationships within the department, other city officials/employees, the general public and outside agencies.
8. Ability to manage and complete highly diverse tasks and assignments.
9. Ability to develop and conduct training sessions for use of the department’s automated systems.
10. Ability to analyze various alternatives and recommend feasible solutions to problems.

Working Conditions
The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City’s business.

Physical Requirements: Physical refers to the requirement for physical exertion and coordination of limb and body movement.
Requires sedentary work that involves walking or standing some of the time and involves lifting up to 10 pounds occasionally and routine keyboard operations.

Mental Requirements: Mental refers to the degree that the job involves cognitive activities, and use of mental processes
Performs professional level work requiring the application of accounting, legal, or managerial methods in the solution of technical, administrative, or legal problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Environmental Conditions: Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.
This job involves a risk of limited to no exposure to any environmental hazards.

Sensory Requirements: Sensory refers to hearing, sight, touch, taste, and smell required by the job.
The job requires normal visual acuity, and field of vision, hearing, and speaking.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.