Public Safety Analyst II #02240
City of Virginia Beach – Job Description
Date of Last Revision: 03-09-2016

FLSA Status: Exempt  Pay Plan: Administrative  Grade: 10

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
Plan, develop, implement and evaluate diverse projects and programs which are designed for the improvement of protective service operations; and perform in-depth research and analyses in support of a public safety department director, or first or second level manager.

Representative Work Functions and Responsibilities
Design, implement, manage and evaluate diverse projects and programs which are intended to improve the operational effectiveness and efficiency of the delivery of public safety services.

Assist in the development of department policies, general orders, procedures, rules and regulations.

Conduct a wide variety of research projects using diverse methodologies and technologies in order to collect, analyze and disseminate data and other pertinent information to other City officials, departments and the general public as well as state and federal agencies.

Prepare, review and edit a wide variety of documents, reports, and working papers.

Conduct training and provide assistance in the use of the department’s automated systems and records management systems.

Represent the department on various committees and teams.

Assist in the management the department’s web page content.

Engage in long- and short-range planning and forecasting.

Supervise subordinate clerical or professional personnel as required.

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
Analysis of data is consistent with the appropriate research design and statistical method chosen; data
analysis is completed accurately and within deadlines using appropriate technologies; ensure that information flow within the bureau is functional and that operations are consistent with policies and procedures; intent of written information is understood since it is both accurate, concise and non-redundant; written material is submitted in a timely manner with appropriate attachments and diagrams; orally communicate complex and technical information concisely and clearly; planning decisions are made based on corroborative data; planning goals and objectives are realistic; supervisory responsibilities are carried out in accordance with departmental and City policies.

**Minimum Qualifications**
Requires any combination of education (above the high school level) and/or experience equivalent to seven (7) years in fields such as computer science, business administration, public administration or police work that utilizes the required knowledge, skills and abilities.

**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 philosophies, theories, practices and techniques of modern police and/or fire administration, management and operations.
   2. Knowledge of the role of public safety in relation to the operation of municipal government and the delivery of municipal services.
   3. Knowledge of research methodology, statistical analysis, and survey design.
   4. Knowledge of the current automated data processing hardware, software, geographic information systems, web page design, data extraction, and data analysis software.

B. **Skills**
   1. Skill in utilizing research methodology and statistical techniques which are most appropriate to the question or problem at hand.
   2. Skill in computer applications using industry standard software (i.e. RMS, CADS, Web content management, SQL, Crystal Reports, Visual FoxPro, etc.)
   3. Skill in designing, implementing and monitoring diverse types of data analysis systems on a department-wide basis.
   4. Skill in maintaining effective interpersonal working relationships with private parties, other public safety personnel and officials at different levels of government in terms of tact, discretion and persuasion.
   5. Skill in communicating information of a complex nature effectively and concisely to City officials as well as other public and private parties on a continuous basis through the use of highly developed oral and written skills.

C. **Abilities**
   1. Ability to complete highly varied and diverse tasks and assignments under general direction independent of direct supervision.
   2. Ability to develop specific and complex approaches and solutions to new and unusual problems and situations.
   3. Ability to minimize the effects or impact of errors which are difficult to detect but which, if committed, could result in significant losses to the department or City.
   4. Ability to exercise a high degree of analytical ability, creativity and initiative and to make recommendations based upon the analysis and interpretation of research findings.
   5. Ability to train and assist others in the use of various department automated systems.
   6. Ability to assist, train and supervise work of entry level public safety analysts.

**Working Conditions**
The below stated working conditions are intended to provide a general overview of the environmental

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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.
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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 primary sedentary work, but may involve walking or standing for periods of time and exerting up to 10 pounds of force on a regular and recurring basis; requires dexterity for constant keyboarding and use of computer technology.

Mental Requirements: Mental refers to the degree that the job involves cognitive activities, and use of mental processes
Performs specialized technical and professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional 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, color perception, depth perception and texture perception.

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