PROGRAM ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the command staff of the Police Department, an incumbent in this class assists in the direction, evaluation, and administration of the goals, plans, operations and policies of the department. The incumbent is responsible for analyzing programs to determine cost effectiveness, efficiency and to make recommendations to reach the desired goals. A broad knowledge of the penal law is essential, particularly because of the interaction between APD and Federal, State and Local agencies. Supervision may be exercised over clerical staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Researches and assesses programming and organizational policies and procedures and makes recommendations for appropriate actions;
- Applies cost/benefit analysis methods to current and proposed programming, organizational structures, and personnel management;
- Measures effectiveness of programs including tracking progress;
- Designs, implements and troubleshoots various programs;
- Evaluates new and existing programming in view of organizational plans, objectives, and goals to determine cost-effectiveness;
- Measures and evaluates performance of personnel, equipment and programming designed to increase productivity and determine cost-effectiveness;
- Researches federal, state and local employment laws; determines compliance and implements procedural changes as needed;
- Interacts and collaborates with law enforcement agencies to collect information with regard to future trends in law enforcement strategies and programs;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of New York State laws relative to law enforcement, with emphasis on OSHA, NYS & Federal criminal procedure laws;
- Thorough knowledge of Department policies and procedures;
- Thorough knowledge of cost and statistical analysis;
- Working knowledge of personal computers and office equipment;
- Familiarity with research methods and the fundamentals of statistics;
- Ability to make clear and accurate analysis of facts, figures and processes;

SEE REVERSE SIDE
• Ability to plan, assign and supervise the work of clerical staff and interns;
• Ability to organize and maintain accurate records and files;
• Ability to analyze and organize data;
• Ability to handle multi-task situations, but also possess an attention to detail;
• Ability to develop effective working relationships and deal diplomatically with the public, subordinates and other work contacts;
• Ability to understand and interpret complex oral and written instructions;
• Ability to express oneself clearly and concisely;
• Courteous;
• Tact and diplomacy;
• Reliability;
• Accuracy;
• Good judgment;
• Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

a) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree and two (2) years paid full time experience in cost or statistical analysis, with an emphasis on criminal justice services or penal code laws and procedures; **OR**

b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of paid fulltime experience in cost or statistical analysis, with an emphasis on criminal justice services or penal codes laws and procedures; **OR**

c) Any equivalent combination of training and experience as defined by the limits of (a) and (b).