

STATISTICAL UNIT SUPERVISOR
(Albany Police Department)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Command Staff of the Police Department, the incumbent in this position performs statistical work and supervises a statistical-clerical unit. This position is that of a professional statistician and involves performing statistical analysis of departmental data, compiling statistical records and data, and the production of numerous periodic statistical and special reports. The incumbent assists in the direction, evaluation and administration of the goals, plans, operations and policies of the department. Work involves analyzing crime and demographic data and performing program research. The incumbent prepares statistical and research reports and makes recommendations for changes based on the data for the deployment of personnel and departmental procedures, as well as forecasting possible crime trends and prevention strategies. Supervision is exercised over a number of clerical personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Compiles, prepares, analyzes and disseminates information relevant to actual and anticipated criminal activity;
- Prepares statistical analyses on crime trends and makes recommendations for changes based on the data for the deployment of personnel and departmental procedures;
- Compiles departmental data, manually or using a personal computer, into various formats for reporting to department officials;
- Prepares and produces crime data reports and studies;
- Applies knowledge of criminal justice system and standard police procedures to determine methodology of collecting and collating data from a variety of sources for analytical use;
- Operates mainframe and PC based computer systems and related peripherals, including disk drives, modems, plotters and various printers;
- Develops and maintains effective liaison with state and local law enforcement agencies to exchange intelligence information;
- Supervises the clerical staff in the compilation of data;
- Controls, screens and forwards all departmental reports as required;
- Consults with departmental officials in reference to proposed studies and to developing statistical reporting procedures and formats;
- Prepares and reports statistical data used in budget preparation;
- Performs special statistical studies and makes reports upon request;
- Serves as primary source of departmental data, and provides management with statistical data, trends, and estimates;
- Assists in various miscellaneous projects;
- Answers outside inquiries regarding statistical data, etc.;

- Prepares and presents oral and written reports at meetings and briefings;
- Prepares and assists in the administration of grants, including the preparation of quarterly and annual reports, as well as other special administrative projects;
- Researches and determines compliance with State and Federal employment laws;
- Prepares Uniform Crime Reports to be forwarded to the State and Federal governments;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the techniques used in compiling, tabulating, verifying and presenting statistical data on a professional basis;
- Good knowledge of the principles and practices of management, research methodology, organizational planning and statistical analysis;
- Good knowledge of law enforcement and criminal justice systems;
- Good knowledge of the laws applicable to record keeping and dissemination of restricted information;
- Ability to plan, organize and supervise the work of others;
- Ability to prepare clear, concise and informative oral and written reports related to the development of statistical studies and their results;
- Ability to interpret complicated statistical requests;
- Ability to assist in budget preparation;
- Thoroughness;
- Accuracy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree in Criminal Justice or other related social science, Mathematics, Public or Business Administration, including course work in research and statistical methods and one (1) year of fulltime paid experience in a criminal justice agency whose work emphasis deals with crime related data; **OR**
- B) Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Criminal Justice or other related social science, Mathematics, Public or Business Administration, including course work in research and statistical methods and two (2) years of fulltime paid experience in a criminal justice agency whose work emphasis deals with crime related data; **OR**

- C) 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 in Criminal Justice or other related social science, Business Administration or a closely related field, which shall include at least twelve (12) credit hours in statistics and three (3) years of paid fulltime experience in a criminal justice agency whose work emphasis deals with crime related data ; **OR**
- D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.