

## Polk County Sheriff's Office Job Description

### 2710 Senior Research Analyst

April 11, 2005, Revised October 9, 2006

#### **Position Concept:**

The Senior Research Analyst provides highly responsible and complex administrative and executive level support to the Polk County Sheriff's Office, Office of Strategic Planning. The member is responsible for assisting in the overall planning, direction, development and coordination of statistical, demographic and other specialized research services. Services may be in areas such as regulatory, economic, labor market, correctional, environmental, public safety or other related industry analysis.

Under the direction of the Strategic Planning Director, the member exercises considerable initiative and judgment in planning and carrying out assignments. The position requires exercise of discretion, independent judgment and independent thought.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Senior Research Analyst may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

#### **Essential Functions:**

- Develop research methodology/procedures
- Analyze business processes
- Analyze/review/update data requirements
- Create data collection instruments
- Interpret trends and results of studies
- Develop recommended solutions
- Develop/present written reports
- Prepare articles and correspondence
- Prepare statistical analyses/reports/plans
- Perform creative writing tasks
- Participate in various public groups
- Assist short and long-term planning
- Participate on committees, boards or commissions
- Assist in budget preparation
- Coordinate activities with other agencies
- Respond to citizen inquiries
- Interact with members and staff

#### **Education, Professional Certification or License:**

- Four (4) year degree from an accredited college or university
- Valid Florida driver's license

#### **Professional Experience:**

- Prefer previous work in a law enforcement field
- Prefer knowledge or familiarity with court and/or other legal processes
- Prefer experience in research, position paper preparation, speech writing, and executive level professional interaction

**Status:**                       Civilian     Sworn     Certified     Exempt

**Blood and Viral Pathogen Risk:**                       Minimal Risk                       Foreseeable Risk

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**Environmental Conditions:**

- Works varying hours
- Works with a high degree of public contact
- Works under stressful conditions

**Required Skills and Knowledge:**

**Knowledge of:**

- PCSO policy and procedures
- PCSO facilities
- Statistical methods/application
- Research techniques/methods
- Research issues/theories
- Federal and State laws
- Organizational components/members
- Media
- Florida State government
- Polk County government
- General legal and liability issues
- Referral agencies
- Public officials
- Judicial system
- Office supplies and forms
- Resources
- Governmental budgeting
- Fiscal management
- Grants/contract management
- Management techniques/application
- Administrative practices
- Personal computer systems and software
- Internet
- Current events

**Ability to:**

- Work independently
- Communicate effectively
- Comprehend information
- Operate office equipment
- Analyze/interpret complex statistical data
- Present analyses and conclusions
- Liaison with legislators/staff/public
- Analyze/evaluate policies and operations
- Research complex issues
- Plan/direct statistical research projects
- Manage concurrent projects
- Manage multiple deadlines
- Follow complex directions
- Prepare advanced written texts
- Operate a motor vehicle
- Operate a calculator

**Skills:**

- Analytical
- Management
- Organizational
- Positive interpersonal
- Decision-making
- Basic English grammar
- Mathematical
- Telephone
- Presentation
- Scheduling
- Creative writing
- Advanced composition
- Computer
- Strategic planning

**Physical Requirements:**

- Sit for long periods
- Stand for long periods
- See at a normal range or with accommodation
- Hear at a normal level or with accommodation
- Speak English understandably
- Manual dexterity
- Walk
- Bend
- Ambulate independently