



Career Service Authority
Research Supervisor

Page 1 of 5

GENERAL STATEMENT OF CLASS DUTIES

Performs supervisory and professional work and directs the operations of the Office of Policy Analysis in the Department of Safety.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other supervisory classes by its location in and responsibility for supervising and directing the activities of the Department of Safety Office of Policy Analysis. This class is distinguished from the Senior Statistical Research that coordinates and performs a variety of statistical research and analyses to provide information to management and other governmental agencies.

Definition of Statistics:

Statistics is the science and practice of developing knowledge through the use of empirical data expressed in quantitative form. It is based on statistical theory which is a branch of applied mathematics. Statistics is concerned with collecting and processing data, summarizing information, estimating descriptive constants (parameters), discovering empirical laws, testing hypotheses, and designing experiments in such a way that valid inferences can be drawn from empirical evidence.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises two or more employees who do not supervise.

ESSENTIAL DUTIES

Develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage.

Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance and formally evaluates employees in relation to performance.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training and other approaches to provide opportunities for staff flexibility and development.

Plans, schedules, coordinates and assigns work and establishes goals and priorities for subordinate employees.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Resolves problems encountered during dialy operations and determines standards for problem resolution.

Reviews work upon completion for adherence to guidelines and standards.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Implements safety standards and develops procedures to ensure compliance.

Conducts research studies, analyzes data and develops reports and graphics in order to provide information to the management of the police, fire and sheriff departments.

Utilizes a geographical information system and various software packages for the analysis of information.

Extracts data from existing data sources or collects data and designs databases to manipulate information into spreadsheets, graphic information or other forms.

Performs other related duties as assigned or requested.

.....
Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
.....

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Oral Communication – Expresses ideas and facts to individuals or groups effectively; makes clear and convincing oral presentations; listens to others; facilitates an open exchange of ideas.

Problem Solving – Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Written Communication – Expresses facts and ideas in writing in a succinct and organized manner.

Leadership – Inspires, motivates, guides others toward goals; coaches, mentors, challenges staff; adapts leadership styles to various situations; models high standards of honesty, integrity, trust, openness and respect for individuals by applying these values daily.

Technical Competence – Understands and appropriately applies procedures, requirements, regulations and policies related to specialized expertise (statistical analysis); maintains credibility with others on technical matters.

Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Human Resource Management – Empowers staff by sharing power and authority; develops lower levels of leadership, pushing authority down and out throughout the organization; shares rewards with staff; ensure staff are properly selected, assigned, appraised and developed, and are treated fairly.

Flexibility – Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with pressure and ambiguity.

Knowledge of supervisory principles and practices sufficient to be able to establish and implement performance evaluation programs.

Knowledge of supervisory principles and practices sufficient to be able to establish priorities, assign and review work and resolve problems.

Knowledge of supervisory principles and practices sufficient to be able to determine the most appropriate course of action in addressing grievances.

Knowledge of safety practices and precautions sufficient to be able to supervise, train and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Skill in applying the existing guidelines or creating new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

Skill in performing professional research utilizing automated systems.

Skill in analyzing and utilizing data in professional reports.

Skill in using a variety of software packages and computer applications.

Skill in applying the principles of staff development to provide staff training and cross training.

Skill in prioritizing and scheduling work to allow for efficient and effective completion of work.

Skill in reviewing work for accuracy and completeness.

Physical Demands:

Sitting: remaining in the normal seated position.

Fingering: picking, pinching or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Vision: ability to judge distances and space relationships; ability to see peripherally; ability to adjust vision to bring objects into focus.

Working Environment:

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Education Requirement:

Baccalaureate degree in computer science, statistics or a related field which included application of statistical analysis and research.

Experience Requirement:

Three years of experience in conducting research which included the use of automated applications.

Education/Experience Equivalency:

A master's degree in the prescribed major fields may be substituted for the related baccalaureate degree or one year of the required experience. A baccalaureate degree in any major field may be substituted for two years of the required education in a prescribed major field. Appropriate experience in addition to the required experience may be substituted for the required education on the basis of one year of experience for one year of education.

Licensure and/or Certification:

Completion of the Career Service Authority supervisory training series prior to completion of the probationary period.

CLASS DETAIL

FLSA CODE: Exempt.

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 07/08/2007

REVISED BY: Paul Wiberg

CLASS HISTORY Class specification converted to a new format in 12/02.
07/08/2007 – Added a definition of statistics to the class specification so that this class is used for only positions that are truly performing statistics as defined in the Definition of Statistics Section (first page).