# CITY OF OMAHA
## CLASS SPECIFICATION

<table>
<thead>
<tr>
<th>CLASSIFICATION TITLE:</th>
<th>DEPUTY DIRECTOR-POLICE TECHNICAL AND REPORTING SERVICES</th>
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<tbody>
<tr>
<td>BARGAINING UNIT:</td>
<td>AEC</td>
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<tr>
<td>CODE NUMBER:</td>
<td>4016</td>
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<td>PAY RANGE CODE:</td>
<td>37 AEC</td>
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<td>REVISION DATE:</td>
<td>3/19/2018</td>
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## NATURE OF WORK:

This is executive level professional work in the administration and development of strategic objectives and goals for police report services, technology management, and crime analysis. Work involves police electronic report management, policy, planning, and administration. Administration and development of uniform crime report (UCR) and transition to the national incident-based reporting system (NIBRS) as well as other federally mandated reporting requirements. This individual will serve as the Deputy Director of the technical and reporting services functions of the Omaha Police Department.

The work involves meeting with the Police Senior Command Staff and fulfilling the needs of the Chief of Police for all police related reports, statistics, and crime analysis. The Deputy Director exercises considerable independence in the performance of duties and receives general guidance from the Chief of Police.

## ESSENTIAL FUNCTIONS:

(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)

- Aligns staff goals with the mission of the Omaha Police Department and the goals of the unit.
- Develops and aligns data models that contribute to the strategic short and long-term mission of the Omaha Police Department.
- Collaborates, develops and communicates the strategic vision of the police units to provide and enhance the services that further the mission of the Omaha Police Department.
- Drives innovation and strategic solutions by providing value propositions: develops business plans for technology functional areas to support overall department or enterprise business objectives.
- Identifies and initiates best practices for continuous business improvement.
- Increases the value of the existing data in the execution of law-enforcement activities by developing systems that foster the appropriate and efficient use of that data.
Monitors systems and political/social factors that threaten the functioning or image of the Omaha Police Department and proactively takes steps to mitigate these threats where factual system or reporting information would be beneficial.

Leads and manages multiple projects in order to advance the mission of the Omaha Police Department.

Proactively leads the Omaha Police Department in new technologies and reporting techniques that advance the mission of the Omaha Police Department.

Works with police system users to transform business needs into the functional system requirements. Identifies and prioritizes projects that increase the efficiency and effectiveness of the Omaha Police Department in a way that enhances the productivity of sworn and non-sworn personnel.

Serves as a liaison to other city departments to facilitate the coordination of activities to further the mission of the Omaha Police Department.

Coordinates and works with other city departments on issues related to the functioning of the information technology and computer systems.

Develops alliances with outside agencies that advance law-enforcement activities of agencies within the metropolitan area.

Oversees and supervises the Information Technology and Crime Analysis units.

Provides highly responsible and complex administrative support to senior command staff.

Creates a positive working-environment that facilitates the work done by police staff.

Establishes, maintains, and fosters healthy working and appropriate relationships with co-workers, command staff, vendors, and a diverse population of the general public.

Ensures that the tactical, strategic, and administrative crime analyses are conducted in an efficient and effective manner.

Develops staff in a way that insures the continued functioning of the Omaha Police Department as personnel transition through their positions.

Maintains a continuous understanding with the different functional units to understand their business practices, strategies, challenges, and risks.

Responds to after-hours emergencies related to system failures or other serious issues for troubleshooting and resolution.
Communicates to senior command matters that materially impact the Omaha Police Department and the perception of the Omaha Police Department by community members and other governmental agencies related to crime statistics.

Communicates, both orally and in written form, complex issues in a manner that is easily understood by the audience that is being addressed.

Creates and monitors key performance indicators (KPI’s) that provide police personnel with meaningful and valid feedback on the functioning of the different units and the performance of individuals within those units.

Insures that data is available, reliable, consistent, accessible, secure and timely in order to support the mission and objectives of the Omaha Police Department.

Identifies and implements data processing strategies that foster the integrity of the data and improve the quality of the data gathered during law enforcement activities.

Maintains confidential information while executing sensitive assignments.

Insures the work activities of the different divisions are conducted with integrity and promotes the mission of the Omaha Police Department.

Develops and implements data visibility guidelines that are consistent with federal, state, and municipal laws and codes.

Develops and monitors means to comply with mandated standards as it relates to file retention, sealing and expunction of records, and UCR/NIBRS updates and reporting.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of the principles and procedures of database reporting.

Knowledge of the principles and procedures of management systems and reporting.

Knowledge of the principles and practices of supervision and training.

Knowledge of the principles and techniques for data gathering.

Knowledge of the principles and practices of project development and management.
Knowledge of the principles, methods, and techniques of statistical data collection and analysis.

Knowledge of empirical research strategies and ability to identify the weaknesses and strengths of those methodologies.

Knowledge of pertinent Federal, State and local laws, codes and regulations.

Skill in analytical and strategic conceptual thinking, strategic planning, and implementation.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to assimilate police related needs to the flow and retention of automated records.

Ability to supervise subordinates to include assigning work, providing direction, monitoring performance, and recommending the hiring, disciplining and termination of employees.

Ability to leverage critical thinking skills and root cause analysis techniques.

Ability to convey highly technical information to management and stakeholders.

Ability to assess proposed solutions for their ability to integrate with existing systems.

Ability to perform fit/gap analysis to identify limitations of third-party application.

Ability to identify alternative solutions to issues and project consequences of proposed actions.

Ability to identify and leverage resources and partnerships to enhance capabilities and manage risk.

Ability to effectively balance the needs between continuously exploiting capabilities to optimize operational efficiency and delivering innovative, agile IT solutions to meet emerging department needs.

Ability to comprehend and make inferences from written material.

Ability to understand oral or written instructions.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit from 76 to 100% of the time; and to reach, stand, bend, stoop, lift, type, and walk up to 25% of the time.

Ability to move objects weighing up to ten (10) pounds up to 33% of the time.
EDUCATION AND EXPERIENCE: (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

Master’s Degree in Criminal Justice, Computer Science, Industrial-Organizational Psychology or a technically related field

AND

Ten (10) years of data management and database development, including three (3) years of experience in police related data (Report Management System, Crime Analysis and Statistics, Uniform Crime Report (UCR) and/or National Incident Based Report System (NIBRS).

SPECIAL QUALIFICATIONS

Solution development for challenging problems related to data management, reporting, statistical analysis, and research.

Strong work history of extensive work with developing flexible and scalable databases that help organizations address both their current issues as well as future issues that might arise.

Strong work history in corporate strategic planning of Information Technology/Crime Analysis related to criminal investigations and large police organizations.

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS: (The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)

Work is performed primarily in an office setting amid normal conditions of dust, odors, fumes, and noise.

EQUIPMENT OPERATION: (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Computer/Tablet  Telephone  Copier
Printer  Facsimile Machine

Previous Revision Date(s):