



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: RESEARCH AND PLANNING SPECIALIST

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0165

PAY RANGE CODE: 12.1 MC REVISION DATE: 8/25/16

NATURE OF WORK:

This is professional work in the Research and Planning Unit of the Omaha Police Department. Work involves researching changes in city ordinances, state statutes, court rulings, and federal law, and recommending possible corresponding changes in police procedures and policy. Work also involves reviewing information gleaned from sources such as general orders, information orders, periodicals, surveys, and policies and procedures manuals from other law enforcement agencies for ideas for additional procedural changes. The employee is responsible for drafting changes, seeing them through to adoption, maintaining records on their progress, and disseminating the changes to all interested and/or required parties. Work also involves assisting with the maintenance of the department's accreditation files to include, but not limited to, filing of accreditation documents, report writing, and related research, surveys, and other tasks as may be assigned. In addition, work includes grant writing, grant management, and grant reporting as assigned as well as creating, updating, and distributing departmental forms. An incumbent in this classification performs duties with a considerable amount of independence, may supervise the activities of a number of subordinates, and receives general direction from a supervisor.

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.)*

Conducts research into future departmental needs, analyzes data, reviews documents such as former general orders, legislative bills, state statutes, city ordinances, court rulings, the current Policies and Procedures manual, other law enforcement agencies' writings, textbooks, and periodicals to learn of needed changes in policy and procedure within the Police Department, compiles reports to inform interested parties of the research findings. Also assists in the research and review of proposed legislation its impact on the Omaha Police Department.

Drafts and reviews orders (general, information, and executive), changes to the Policies and Procedures manual and narrative reports, and submits the orders for review which may include a review by the City Law Department. Analyzes the feedback received and continues the drafting process until an equitable solution is agreed upon. Disseminates copies to designated personnel. Follows up on policy changes to ensure successful completion.

Maintains and updates the Police Department master copy of the department's Policies and Procedures manual which includes reviewing materials for accuracy, incorporating all policy

changes, and monitoring the distribution of the manual both within the department and/or on the department's public website when authorized.

Surveys other cities' law enforcement agencies to discover improved methods, policies, and procedures, and likewise responds to surveys from other cities' law enforcement agencies to inform them of the department's methods, policies, and procedures.

Acts as a resource for the department by providing access to and/or making copies available of Omaha Municipal Code and Nebraska State Statutes. Also assists departmental divisions with updating unit manuals as needed and maintains a copy of departmental unit manuals.

Participates in grant writing, grant management, and grant reporting, to include the following tasks: assist in tracking grant expenditures and available funding, communicate with City of Omaha grant administration staff, assist with completion of grant progress reporting and other required grant reporting, and other grant-related duties as may be assigned.

Participates in the maintenance of the department's accreditation files to include filing of accreditation documents, preparing reports/analyses required for accreditation, and other accreditation-related tasks as may be assigned to ensure continued departmental accreditation compliance.

Coordinates processes and procedures related to the department's document compliance program to ensure the required personnel receive and acknowledge orders and other departmental documents. This includes maintaining user lists, responding to employee inquiries and problems, distributing documents for employee review, signature, and acknowledgement, and other related tasks.

Creates new or revised departmental forms based upon recommendations from the Report Review Committee and departmental employees, or as needed due to legislation or departmental policy changes. Ensures the Report Review Committee and departmental command personnel review the forms and updates the department's form records and files as needed.

Participates in committee meetings to develop the direction and scope of plans for future projects, including setting goals and time lines and to provide cost figures and other data.

Maintains and updates the unit's research, orders, and policies and procedures files, project tracking instrument(s), accreditation files, grant files, departmental organizational charts, and other departmental records and files.

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 the sources from which prospective changes in the departmental Policies and Procedures manual, Information Orders, and General Orders may be gathered.

Knowledge of research methodologies.

Knowledge of business English, spelling, grammar, and punctuation.

Knowledge of policies, procedures, and techniques used in law enforcement agencies.

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.

Skill in composing general order procedural narratives from technical data which can be understood by all sworn and non-sworn personnel in the Police Department.

Skill in estimating staff, material, and monetary requirements of departmental programs.

Skill in communicating effectively.

Ability to prepare clear, concise, and organized business correspondence, reports, and position descriptions.

Ability to analyze and evaluate complex issues, with multiple aspects, and recommend solutions.

Ability to organize, compile, and maintain confidential departmental records.

Ability to interpret and explain departmental rules, policies, and practices.

Ability to perform basic mathematical computations to include addition, subtraction, multiplication and division.

Ability to perform technical assignments and manage multiple projects with accuracy while focusing on details.

Ability to establish and maintain effective working relationships with fellow employees, members of other law enforcement agencies, the media, and members of the general public.

Ability to understand oral or written instructions.

Ability to learn and adapt to advances in computer, mobile and electronic device technology and software.

Ability to maintain the confidentiality of all departmental communications, documents, transactions, and records.

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

Ability to sit and use hands to grasp, handle, or feel up to 100% of the time; and to stand, walk, carry, reach, bend, climb, stoop, kneel or crawl, push, and pull up to 25% of the time.

Ability to use up to twenty (20) pounds of force occasionally and up to ten (10) pounds of force frequently to move objects.

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.)*

Bachelor's degree with course work in composition and research methods

AND

One (1) year of experience in researching technical documents for data upon which to base the design and writing of manuals and other official instruments

OR

Associate's degree with course work in composition and research methods

AND

Five (5) years of experience in researching technical documents for data upon which to base the design and writing of manuals and other official instruments

OR

Eight (8) years of experience in researching technical documents for data upon which to base the design and writing of manuals and other official instruments.

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 in an office setting amid normal conditions of dust, odors, fumes, and noises.

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
Printer

Facsimile Machine
Calculator

Copier
Scanner

Previous Revision Date(s): 1/4/00
10/25/01