



County of Fairfax Department of Human Resources Position Description

Director of Research and Analysis

Grade – S31

Definition:

Manages the Data Analytics Program and supervises a team of analysts that provide analytical expertise to the organization. Responsible for coordinating the analytical functions of the department, planning and designing research projects and directing employees collecting data and performing statistical analysis and GIS analysis needed to monitor trends, patterns, and changes in crime, populations, socioeconomic and demographic factors which impact quality and delivery of Police service to the community. Assures timely response to requests for reports, data and information. Supports special committees, commissions, and panels. Fulfills BOS, executive, and other requests for analysis and support for investigations.

CERTIFICATIONS

EQUIPMENT INFORMATION

- Cell Phone/Smartphone 10%
- Computer Servers 20%
- Computer, personal (PC) 70%

PHYSICAL REQUIREMENTS

- Ability to input, access, and retrieve information from a computer.

WORK SCHEDULE / WORKING CONDITIONS

- Hours per Week: 40
- Weeks per year: 52
- Emergency Service Personnel: No

DUTIES AND RESPONSIBILITIES

- Duty #1 40% Senior Data Analyst for the agency. Manages and coordinates agency data analytics program working with all bureaus and divisions as required. Provides department leaders with vital organizational data on a daily and periodic basis. Works with DIT to use data tools, architecture, and associated infrastructure that meets county standards and establishes and maintains appropriate infrastructure to support real-time analysis and robust system wide analysis. Coordinates needs for specialized tools with DIT in advance of acquisition. Organizational data reported to senior leadership includes but is not limited to operations and EMS performance measures, prevention and forecasting.
- Duty #2 20% Supervises a staff of analysts. Delegates assignments as appropriate to ensure that service delivery is kept at a high level of efficiency and professionalism. Utilizes county approved help desk ticketing application to report and track incidents and requests. Serves as mentor to team members. Meets with staff regularly to provide updates to ongoing and upcoming technology initiatives within the agency. Schedules training and provides guidance on technology issues that may arise. Ensures proper completion of time and attendance. Approves and schedules leave. Completes employee evaluations in compliance with established Department of Human Resource policy.
- Duty #3 10% Oversees the data collection, maintenance, and analysis process to ensure the integrity and reliability of organizational data. Acts as subject matter expert in areas of data analysis and statistical representation of agency data. Researches and evaluates analysis software, technology, and hardware. Creates analytical schemas and complex data models to ensure complete and accurate data analysis. Develops system documentation, structure diagrams, and data flows to support agency analysis. Maintains data dictionaries and analysis procedures for analysis team and provides full range of professional data management and analysis to support the agency. Manages and validates data dissemination to ensure accuracy and authenticity. Maps data for visualization in GIS and other tools. Coordinates needs for data analytics tools, services, subscriptions, licenses and associated infrastructure with DIT.
- Duty #4 10% Interacts with various internal and external organizations and personnel and maintains understanding of business practice areas and data needs. Confers with each bureau and division to ensure data analysis needs are met. Collaborates analysts throughout the agency as well as meets with other stakeholders to ensure their data analytics needs are being met. Prepares submissions of departmental data and statistics to various state and national organizations. Supports the accreditation process, ensures a sound methodology for standards of cover and risk assessment while maintaining an understanding of all other industry performance and reporting standards. Specifically, NFPA standards, ISO rating process, ICMA reporting requirements, Virginia Office of EMS, NEMSIS, and other state and federal reporting requirements. Seeks partnerships with external organizations that strive for performance improvement within the delivery of fire suppression and EMS services.
- Duty #5 10% Serves as the Agency Records Officer and develops agency data standards and strategies that are in compliance with local, State and Federal statutes and regulations. Coordinates with County Archivist in maintaining compliance with County Procedure Memorandum 70-06 County Records Management Policy, FOIA and the Commonwealth of Virginia records retention schedules. Prepares data for Freedom of Information Act requests as needed.
- Duty #6 10% Establishes and maintains effective business relationships within the agency, with other county agencies and vendors. Serves on committees and task forces to represent the Information Technology Division and the agency. Represents the Information Technology Division at meetings, product demonstrations, workshops, conferences, and technical briefings. Prepares performance measurement reports and presents oral or written briefings related to IT

Commented [KY1]: I would suggest distinguishing this role from the crime analysis manager either in duty #1 or duty #2. For example, it sounds like the Director would be dealing much more with the data schema vs. the crime analysis manager. For example, the crime analysis manager may be responsible for creating new analytical products or intel briefings and the Director may review those/offers expertise in data modeling and visualizations.

projects and or studies as requested. Provides input to strategic planning initiatives. Participates in developing COOP and DR for agency systems. Stays abreast of technology trends relevant to agency operations and strategies and participates in evaluating new technologies supporting agency tactical technology, IoT for public safety and FRD strategic planning. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Microsoft SQL Server
- Microsoft SSRS
- Microsoft SSIS
- Microsoft Power BI
- Esri ArcGIS Enterprise

HIRING CONDITIONS

- Criminal Background Investigation
- Credit
- Sanction Screenings
- Driving Record Check

Commented [KY2]: I would suggest adding a few bullets related to knowledge of law enforcement or criminal justice. Even something broad like “knowledge of the criminal justice system and its operations” and/or “knowledge of investigative/analytical techniques and the dissemination of law enforcement related information.” While this position is outlined as very technical, I would still suggest that your candidate have some experience in the areas of law enforcement or criminal justice. This will help in the communication of data and analysis in a sworn environment.