

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## ANALYST SUPERVISOR

<b>JOB CODE: 21020</b>	<b>PAY GRADE: 18</b>	<b>PAY RANGE: \$51,559 - \$82,495</b>
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### GENERAL DESCRIPTION

Under the direction of the Division Sergeant, performs supervisory administrative and technical work while supervising the Law Enforcement Analysts. Duties are accomplished with a degree of independence and at a level of responsibility where the member must exercise good judgment and individual initiative in the performance of assigned duties. The Analyst Supervisors must be able to promptly and accurately answer operational and administrative questions from staff members as they arise. The work also includes developing and maintaining proficiency in administrative responsibilities associated with supervision including but not limited to personnel evaluations, review of administrative documentation, scheduling, and corrective action when necessary. Members in this position must also review the work of the Law Enforcement Analysts for proper detail, accuracy and professional appearance. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensure subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Communicate operational or administrative issues to the Division Sergeant as they occur
- Conduct daily briefings with staff members or attend meetings with other agency components and community partners
- Promptly and accurately answer operational and administrative questions from staff members as they arise
- Collects, compiles and performs analysis of criminal information and associated data related to large scale issues or problems as assigned
- Assists with the compilation and review of daily intelligence information
- Organizes and presents data regarding criminal activity, patterns, and trends to the Executive Staff as necessary

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- Organizes and attends crime analyst meetings, intelligence meetings for agency components, and outside agency/community partner meetings
- Participates in Sheriff's Office recruitment and community relations activities as directed

Regular and reliable attendance is required as an essential function of the position.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## **QUALIFICATIONS**

- Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice, Public Administration or related field AND three (3) years' related experience AND two (2) years' supervisory experience OR
- Four (4) years related experience
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to perform the duties of a Law Enforcement Analyst when required
- Knowledge of the principles, practices and techniques of analysis and information gathering from numerous data sources
- Knowledge of data research methods, concepts and techniques
- Knowledge of basic statistical methods, techniques and research methodology used in data collection and report presentation
- Ability to quickly learn and be proficient with new law enforcement, criminal justice, and civilian databases/computer systems
- Excellent organizational skills
- Excellent inter-personal skills
- Excellent time management skills
- Must be very detail orientated and possess critical thinking skills
- Excellent problem solving skills
- Excellent verbal and written communication skills
- Ability to effectively handle personnel issues as they arise
- Ability to recognize operational or administrative problems before or as they arise and take appropriate action to resolve
- Develop and maintain a good working knowledge of agency organization, components



and resources

- Develop and maintain a good working knowledge of agency policies and procedures

Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## **PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 10 lbs.
- Occasionally bend or reach