

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



RESEARCH SPECIALIST SUPERVISOR

JOB CODE: 22005	PAY GRADE: 17	PAY RANGE: \$51,636 - \$82,617
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GENERAL DESCRIPTION

Under the direction of the Sergeant in the Strategic Planning Bureau, performs supervisory administrative and technical work while supervising the research specialists assigned to the Bureau. The Research Specialist Supervisor will monitor the activities of the Research Specialists, provide guidance and direction to the Specialists, review reports and other forms of work product completed by the Specialists, and other tasks as assigned by the Sergeant. 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. Incumbent interacts with all levels of management, other organizations, and the public to conduct thorough research and to prepare accurate and extensive reports based on the information requested. Due to the varied and complex nature of projects and programs initiated or assigned, the incumbent is required to work with a high degree of accuracy and independent judgment. Work is reviewed through a thorough examination of work product, observation, and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employees' 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
- Ensures 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)
- Reviews the work product of the Research Specialists for proper detail, accuracy, and professional appearance, making corrections where necessary;
- Provides supervision, guidance, training, and motivation to assigned personnel, evaluates performance, and initiates corrective action as needed;
- In the absence of the Sergeant, assumes the duties and responsibilities of that position, under the direction of the Bureau Lieutenant;
- Conducts in-depth research, analysis, design and development of criminal justice projects and programs for the Sheriff's Office;

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- Researches new programs, processes or technologies, providing accurate reports and/or presentations and sets forth recommendations;
- Assists leadership in creation of an agency strategic plan; monitors and reports on the progress and accomplishments as set forth in the plan;
- Assists in preparing the agency semi-annual and annual UCR reports;
- Provides training in data collection and statistical reporting to other Bureau members;
- Validates the accuracy of statistical reports produced by Research Specialists and other Bureau members;
- Reviews statistical reports created by others and identifies factors that could affect the results of the reports;
- Assists in the development of improved processes and technology regarding statistical data storage, retrieval, and distribution;
- Collaborates with various internal and external components to gather information, foster strong working relationships, and find funding sources for new projects and technologies;
- 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 may be considered essential and, in the event of an emergency or natural disaster, may be required 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 Statistics, Business Administration, Public Administration or related field AND 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 essential functions of the Research Specialist
- Knowledge of supervisory and training principles
- Ability to apply statistical techniques to large amounts of data and interpret the analysis correctly
- Ability to write clear, accurate and focused reports on processes, technologies and programs
- Ability to extract relevant data from various sources to create reports
- Strong communication and interpersonal skills to build collaboration; extract accurate information through dialog with others of all ranks and positions
- Knowledge and skills in the use of related software for use in word processing, graphics, and spreadsheets
- Knowledge of statistical methods, techniques and research methodology used in data collection and report presentation
- Ability to apply project management skills to chart and monitor the course of action on projects
- Highly detail orientated to detect errors in reports
- 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 1 hour per day
- Walk up to 1 hour per day
- Drive up to 1 hour per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, reach, or twist