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Created

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: POLICE RECORDS SYSTEM ANALYST**

**DEFINITION**

Under general direction, to perform specialized work as the systems administrator for the Police Department Record Management System, imaging, digital audio and video storage; to oversee and participate in the preparation and publishing of statistical crime report for internal staff and for Department of Justice, California Youth Authority, other agencies; and to perform other related duties as required.

**REPORTS TO:** Police Records/Information Manager or other comparable sworn or civilian manager.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Police Records/Information Manager or other sworn or civilian management staff as assigned. Exercises direct supervision, or through subordinate supervisors, over para-professional, technical and administrative support staff.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Participate in the development of management information systems and processes in the Department.
- Act as system administrator for the Department's record management system, imaging, digital audio, and video and retrieval.
- Conduct Department staff systems training for various police management systems.
- Work with vendors to solve system problems.
- Recommend the purchase of computer software and hardware for records storage and retrieval.
- Participate in staff research and analyses activities concerning organizational structure, staffing, operations, procedures and policies; make recommendations for Departmental policy.
- Oversee and participate in the preparation of special reporting requirements for internal staff and for Department of Justice, California Youth Authority and other outside agencies.
- Develop and publish statistical crime report; prepare oral and written reports summarizing and analyzing data collected.
- Participate in technical meetings and regarding various automated systems.
- Conduct tests of various police records software and hardware systems for quality assurance.
- Recommend policy and procedure changes; monitor compliance to Penal Codes and Department of Justice polices and procedures.
- Conduct staff meetings; prepare performance evaluations; made recommendations concerning employee awards and employee discipline.
- Serve as Acting Police Records/Information Manager in the manager's absence.

## QUALIFICATIONS

### Knowledge of:

- Principles, methods and practices of public administration.
- Research techniques, methods and procedures.
- Principles and techniques of systems and procedures analysis.
- Modern office management principles, practices, equipment and systems.
- Principles and methods of supervision.
- Department of Justice Uniform Crime Reporting Guidelines and the Penal Code.
- Police records management; computer software and hardware systems as they related to records management.

### Ability to:

- Gather pertinent facts, make thorough analyses and arrive at sound conclusions and projections.
- Analyze, interpret and report research/analytical findings in clear, complete and logical form.
- Present ideas concisely and effectively, orally and in writing.
- Explain technical projections, analyses, computer hardware and software problems in a simple, non-technical language.
- Operate personal computer and applicable software programs.
- Supervise, train and evaluate subordinates; plan and schedule work assignments and set priorities for assigned staff.
- Train subordinates and other Department staff.
- Work cooperatively with outside vendor staff.
- Prepare statistical charts, graphs and reports.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, administration of justice, computer science or a closely related field. Two years of additional qualifying experience may substitute for two years of the required education on a year-for-year basis.

Experience: Two years of experience in the management of manual and computer-based records systems, including one year in a law enforcement agency. A Master's Degree in one of the above or related fields will substitute for one year of non-law enforcement experience.

**MEDICAL CATEGORY:** Group 1

### NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Must be able to pass an intensive police background investigation.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Police Records System Analyst

**TO:** Police Records/Information Manager