

Independent Police Review Data Analyst

FLSA Status: Exempt

Bargaining Unit: AFSCME

General Summary

Under general supervision, performs professional and complex administrative, management, operational, statistical, financial, and other analyses in support of Independent Police Review (IPR) Bureau activities. The IPR Data Analyst is responsible for carrying out projects and assignments within established guidelines.

Distinguishing Characteristics

The IPR Data Analyst is distinguished from other Analyst classifications by its support of the independent, civilian oversight agency tasked by Portland City Council in agreement with the Department of Justice to investigate and monitor allegations of misconduct by sworn members of the Portland Police Bureau.

The IPR Data Analyst is distinguished from the IPR Coordinator in that the former exercise critical investigative ability, judgment, and discretion in making recommendations or decisions with an organizational impact and the latter evaluates data and collaborates with stakeholders to meet the goals of unit programs and functions.

Typical Duties/Examples of Work

1. Analyzes, maintains, and reports trend data related to police misconduct complaints and commendations.
2. Provides quantitative analyses that form the basis of policy reviews and recommendations, prepares annual and quarterly reports at the direction of management, maintains case management system data.
3. Responds to requests for information from the public, volunteers for the police oversight body, the Police Bureau and other law enforcement and oversight agencies.
4. Acts as the IPR subject matter expert and liaison for AIM, the case management software used to maintain case files and compile data.
5. Develops and submits reports to the Department of Justice and Portland Compliance Officer/Community Liaison
6. Evaluate and apply regulatory and legal changes that affect internal and public data reporting and case management software functionality.
7. Develops and maintains public and internal data dashboards to provide an overview of complaint activities, trends, and outcomes to promote transparency and ensure accuracy.
8. Maintains awareness on current best practices in law enforcement and criminal justice to inform policy work.
9. Leads content development and develops layout, format, and design of annual reports and policy reviews.
10. Participates in City work groups to support data governance principles, practices, and policies.

Required Knowledge, Skills and Abilities

Knowledge of:

1. Principles and practices of quantitative research methods.

Skills:

2. Installation, troubleshooting, upgrading and problem-solving database features and functions.

Abilities:

3. Collect, validate, evaluate, and interpret data.
4. Prepare clear, concise, and comprehensive reports for diverse audiences Ability to manage multiple projects and meet deadlines.
5. Exercise judgment and initiative within established guidelines.
6. Establish and maintain good working relationships with management, staff, and the public.

Minimum Qualifications Required

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Associate's degree from an accredited college or university in criminal justice, criminology, business administration, public administration, or a related field; AND

Experience: Four (4) years of professional and responsible experience performing analytical or related work.

Special Requirements

- Must successfully pass a comprehensive background investigation.
- CJIS (Criminal Justice Information Systems) Level 2 Security Awareness certified within six months of hire.

Preferred Qualifications

Experience working for a public agency.

Class History:

Adopted: July 1, 2022