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MAYOR

TOWN OF EAST HARTFORD
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East Hartford, Connecticut 06108



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DEPARTMENT OF
HUMAN RESOURCES

www.easthartfordct.gov

July 18, 2016

EMPLOYMENT OPPORTUNITY
CSEA INC/SEIU, LOCAL 2001

RESEARCH ANALYST
POLICE DEPARTMENT
GRADE 11

There is a vacancy for the position of Research Analyst in the Police Department.

Any member of the CSEA INC/SEIU, Local 2001 Bargaining Unit interested in this position should complete the attached Application for Review of Qualifications. Completed application must be returned to the Human Resources Department by 4:30 p.m. July 26, 2016.

Attachments: Job Description and
Application for Review of Qualifications

Please post immediately: 7/18/16

Remove: 7/26/16

TOWN OF EAST HARTFORD

TITLE: Research Analyst **GRADE:** 11
DEPARTMENT: Police **DATE:** 7/12/16

POSITION DEFINITION:

Under general supervision, gathers data and translates complex findings into written text. Reviews and analyzes information from multiple data sources. Provides a detailed record of compiled data.

ESSENTIAL JOB FUNCTIONS:

- Prepares and develops summaries, statistical reports, spreadsheets, charts, maps, diagrams, graphs and related materials in order to track department data.
- Conducts research and performs analysis of reported activity.
- Collects, compiles and analyzes complex data from a variety of sources and translates to written text.
- Summarizes regional data using charts, graphs and tables.
- Conducts and evaluates searches of databases and other information systems to assist in resource deployment.
- Reviews data to ensure proper reporting to state, regional and federal agencies.
- Prepares research reports to assist sworn personnel with law enforcement related issues.
- Measures and assesses national data.
- Measures effectiveness of current policy, police deployment and strategies.
- Evaluates methods and procedures for collecting data.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

- Methods and techniques of statistical research and analysis.
- Perform statistical research and analysis; compile and interpret statistics.
- Ability to research and present findings related to law enforcement activities.
- Ability to generate reports, maps, charts, graphs and other visual aids.
- Ability to handle multiple projects simultaneously and use good judgement in prioritizing work assignments.
- Ability to present research findings to all levels of sworn personnel in a clear and concise manner using all types of media.
- Ability to prepare clear, concise, accurate and persuasive proposals, reports, correspondence, analytical studies and other written materials.
- Ability to establish and maintain highly effective working relationships with sworn personnel, managers, elected and appointed officials, staff, and the community.

JOB QUALIFICATION:

- Bachelor's degree from an accredited college or university with a major in computer science, mathematics/statistics or a closely related field and two years of increasingly responsible crime data analysis and research experience.
- Master's degree from an accredited college or university in criminal justice, research, or a closely related field, or experience in military intelligence analysis preferred.
- A combination of accredited college coursework in computer science or a closely related field and training and experience in analysis and research and/or military intelligence may be considered as a substitute for the general qualifications.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Work is performed in an office environment generally Monday through Friday day hours. Hours and days off may be adjusted according to departmental needs. Attendance at meetings may be required.

The above description is illustrative of tasks and responsibilities only. It is not meant to be all-inclusive of every task or responsibility.



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Phone
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APPLICATION FOR REVIEW OF QUALIFICATIONS

POSITION APPLIED FOR	DEPARTMENT	
APPLICANT'S NAME (LAST, FIRST, MIDDLE)		
STREET ADDRESS	CITY/TOWN	STATE/ZIP
TELEPHONE NUMBER (HOME)	TELEPHONE NUMBER (WORK/CONTACT)	
PRESENT JOB TITLE	LENGTH OF TIME IN POSITION	

EDUCATION

List all colleges, business schools or technical schools you attended in chronological order, most recent listed first:

School	Address	Course/Major	Degree/Certificate

Other training or professional licenses, special courses, work training programs, or armed forces training. Give name and location where training was given, certificate, if any, dates attended, subject of training, number of hours weekly, and other details related to the job for which you are applying. List any office equipment you can operate or any licenses or state certification you have that would be relevant to the position applied for (attach a separate sheet if necessary):

I certify that the statements made by me on this application are true, complete and correct to the best of my knowledge. I understand that any falsification of facts will subject me to disqualification or dismissal.

Signature: _____

Date: _____

TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT	DATE OF HIRE	
	SENIORITY DATE	
	GRADE/STEP	

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment: From _____ to _____ month year To _____ to _____ month year		Name and Title of Supervisor Telephone Number	
		Description of duties, responsibilities, and significant accomplishments: _____ _____ _____	
# Hrs. Worked Weekly		Reason For Leaving	

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment: From _____ to _____ month year To _____ to _____ month year		Name and Title of Supervisor Telephone Number	
		Description of duties, responsibilities, and significant accomplishments: _____ _____ _____	
# Hrs. Worked Weekly		Reason For Leaving	

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment: From _____ to _____ month year To _____ to _____ month year		Name and Title of Supervisor Telephone Number	
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