



## Job Specification

<b>Job Title: Civilian Oversight Analyst - Board of Police Commissioners</b>	<b>FLSA Type: Exempt</b>	<b>Date Established: 10/17/2023</b>
<b>Department: Board of Police Commissioners</b>	<b>EEO Code: 02</b>	<b>Date Revised:</b>
<b>Class Code: 931400</b>	<b>Reports To: Varies</b>	<b>Date Approved:</b>

### Job Summary

Under general supervision, the Civilian Oversight Analyst is responsible for the supervisory control and oversight of the Detroit Police Department. This includes establishing policies, rules, and regulations. Resolve non-criminal citizen complaints against DPD and transfer criminal citizen complaints against, including disciplinary and annual reports. The primary activities of this position are data management, analysis, and reporting. The Civilian Oversight Analyst is also responsible for data sharing and integration while developing and providing reports and recommendations to the Team on program performance and disparities. The employee also participates in the selection of performance measures and quality improvement projects.

### Essential Duties and Responsibilities *(may perform other duties as assigned)*

- Data management, analysis, and reporting.
- Develop and provide reports and recommendations to staff, Commissioners, and Detroit Police Department on performance, trending, and disparities.
- Participates in the selection of performance measures and quality improvement projects.
- Coordinate data sharing with Detroit Police Department, Office of the Chief Investigator, and other partner agencies.
- Ensure the availability of accurate, complete, and timely data and reports.
- Design reports and maintain data to meet the transparency needs of the community; support Board decision and recommendation making for discipline, policy, promotions, and all other Charter-mandated functions.
- Maintain data to track progress on Board staff performance measures and improvement projects.
- Monitor and provide oversight of data collection from sub-recipients and serves as a point of contact for staff on data matters.

### Qualifications (required):

- Bachelor's Degree in Data Quality Management or related field of study or two (2) years of experience in data quality management.
- Project management experience with a focus of Six Sigma and/or similar to LEAN.

*Equivalent combinations of education and experience may be substituted to meet the education and experience requirements of this position.*

**Knowledge, Skills, and Abilities**

- Knowledge of principles on data collection, interpretation, and analysis.
- Knowledge of quantitative and qualitative data collection.
- Skill in operating a personal computer and using standard office software.
- Advanced skill in Microsoft Excel.
- Ability to gather and analyze data effectively.
- Ability to solve problems as they arise and make data driven recommendations for action.
- Ability to manage multiple projects, prioritize assignments and responsibilities, and meet deadlines.
- Ability to establish and maintain effective working relations with both external and internal contacts.
- Ability to communicate effectively, both orally and in writing, with tact and diplomacy.
- Ability to provide input for developing, implementing, evaluating, and improving policies, programs, and services

**Licenses, Certifications, and Other Special Requirements:**

Must be presently authorized to work in the United States on a full time employee

**Physical Demands**

The work is characterized as sedentary. Typically, individuals sit comfortably to do their work, interspersed by brief periods of walking, standing, bending, carrying papers and books, and extended periods requiring the use of computer terminals to accomplish work objectives.

**Work Environment**

Work is performed in a professional office environment. The employee routinely uses standard office equipment such as laptop computers, smartphones, photocopiers, and filing cabinets.

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*The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.*

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