



UNIVERSITY OF CALIFORNIA, SAN FRANCISCO

Professional Standards Division Analyst

Salary Range: \$59,100- 98,300 (starting salary based on experience)

Join the UCSF Police Department and Make a Difference...

The University of California, San Francisco Police Department provides contemporary police services including criminal investigation, community policing, crime prevention and suppression, emergency management, and site security services to a daily population of approximately 33,000 people.

Built in 1897, UCSF includes the 107-acre Parnassus campus that is home to graduate professionals in dentistry, medicine, nursing and pharmacy; a graduate division for pre- and postdoctoral scientists; UCSF Medical Center; UCSF Children's Hospital; and Langley Porter Psychiatric Institute. UCSF is considered one of the nation's premier health sciences teaching, training, and research centers.

DESCRIPTION:

The Professional Standards Division Analyst will manage staff training and sworn and dispatch recruitment operations for the department. The incumbent will be responsible for short and long-term planning and ensuring optimal administrative systems are in place for Training, Certification, Sworn and Dispatcher Recruitment. This will include integration of services, developing, implementing and monitoring policies, methods and procedures.

This position will consult with and advise management in formulating plans, goals and objectives for programs and services, while establishing and maintaining cooperative relationships with other departments and agencies. This position will serve as the point person for all departmental activities involving matters related to CALEA, staff training and sworn and dispatch recruitment.

This position is the primary assignee of special projects, particularly those that require skills in staff training and sworn and dispatch recruitment (including records management), policy development, awareness and sensitivity to various interests and those that require timely resolution of issues and concerns. Moreover, this position will manage report and track: 1) Department strategic plan, 2) High level analysis and support initiative, 3) Performance measurement, 4) Strategy development and 5) Management support for all of the above programs.

Required

- 4 years administrative analysis, operations research and project management experience or an equivalent combination of education and experience. Experience must include analyzing data and statistics, and preparing detailed comprehensive reports for senior management.
- Bachelor's Degree in business or a related field or equivalent combination of education and experience.
- Knowledge of financial management procedures including basic accounting/cost effectiveness analysis
- Demonstrated ability to provide daily supervision, direction and guidance for subordinates
- Knowledge of project management and best practices to track major projects
- Knowledge of general law enforcement practices
- Knowledge and understanding of University Accounting, Labor and Employee Relations and Staffing and Compensation policies and procedures
- Public speaking and presentation experience
- Outstanding written and verbal communication skills
- Computer skills, especially Microsoft Word, Excel, PowerPoint, Outlook, and Project
- Valid California Driver's License

Note: This position is a sensitive position that requires a criminal and financial background investigation in addition to the standard pre-employment reference and qualification investigation.

Preferred

- Prior work in a Police agency
- Knowledge of sworn and dispatch recruitment
- Knowledge of federal, state and POST mandated training requirements

BENEFITS: 3 weeks vacation 1st year and 13 paid holidays per year. Benefits also include full medical, dental and vision insurance, legal plan, supplemental disability insurance and participation in the UC Retirement System.

HOW TO APPLY: Submit resume to <http://ucsfhr.ucsf.edu/careers/> referencing job number 28812