



**CITY OF HAWTHORNE**  
**HUMAN RESOURCES DEPARTMENT**  
**PLANNING ANALYST**  
(Police Department)

**Job Summary**

Under administrative direction, plans and conducts research, coordinated and supervises research and planning, and does related work. Results of research and planning become the basis for decision making by the Chief of Police and top command staff.

**Representative Duties**

As head of the Research and Planning Section, is responsible for conducting research studies and directing the research and planning efforts of others; conducts library research and gathers data by interview or written instrument; designs forms, writes reports, directives and information bulletins; prepares budget justifications, does flow charting; gathers and analyzes statistics, and converts data to narrative reports describing significant trends and conclusions; applies operational research methods; evaluates crime, traffic and arrest data. conducts deployment studies, writes budget justifications, designs and controls department forms, studies facility space requirements.

**Organizational Relationships**

The Planning Analyst is head of the Planning Unit; exercises functional supervision of police agency research and planning; reports to the Staff Services Division Commander and interacts directly with the Chief of Police on research and planning matters. The Planning Analyst is a non-safety member of the Police Department.

**QUALIFICATIONS GUIDE**

**Training and Experience**

Graduation from a college with a Bachelor's Degree in Public Administration, Business Administration, or a related field and two (2) years experience in research, finance or administration. Four (4) years of experience in administrative or staff position may be substituted for two (2) years of formal education. Training in law enforcement planning may be provided after employment.

**Knowledge and Abilities**

A thorough knowledge of research techniques, statistical analysis, and budgeting; a knowledge of flow charting, forms preparation and control, operational research methods, and the elements of data processing; some knowledge of Critical Path Method or Program Evaluation and Review Techniques and grant management is desirable; and understanding of the concept of completed staff

work; the ability to speak effectively and write clear and comprehensive reports; the ability to evaluate procedures and methods to recommend ways to increase productivity; the ability to conduct systematic analysis; the ability to interact with police personnel.

License

A valid California motor vehicle operator's license.