

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

10/24/2013

FIRE STATISTICAL MANAGER, 1638

Summary of Duties: A Fire Statistical Manager plans, directs, coordinates, and supervises a staff of professional, technical, sworn and clerical employees engaged in the research and statistical analysis of various types of administrative and technical Fire Department data; prepares and interprets quantitative and qualitative data; ensures data integrity; serves as a technical advisor to the management and staff of the Department; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and performs related work.

Class Characteristics: A Fire Statistical Manager supervises a unit responsible for the creation, analysis and interpretation of a wide variety of data from the Department. Data sources include, but are not limited to, Computer Aided Dispatch (CAD), Fire Prevention, Training, Logistics, and Risk Management. This class is distinguished from the class of Senior Management Analyst by the depth and breadth of statistical analyses required. The Fire Statistical Manager serves as a technical consultant to the Department on questions involving the creation, analysis, and interpretation of data. An employee in this class receives minimal supervision and their work is reviewed mainly in terms of results obtained and objectives accomplished.

Examples of Duties:

- Supervises the work of professional, technical, sworn, and clerical employees engaged in the research and statistical analysis of administrative and technical Department data;
- Develops policies and procedures involving data security, information dissemination, and the interaction with other Department entities and outside agencies;
- Develops and maintains the operation plan for the Department's analytic activities;
- Applies appropriate research design methodology to a variety of Department issues including response times, fire loss statistics, patient outcome statistics, training effectiveness, equipment staffing and hours, worker's compensation, etc.;
- Interprets the results of complex statistical analyses of data;
- Conducts in-service training for department personnel in the areas of data collection, research design, data analysis and interpretation;
- Prepares written reports, recommendations, and other correspondence such as Department notices and bulletins;
- Serves as an advisor to Department management and staff in the areas of data collection, research design, data analysis and interpretation;
- Represents the Department before City Council, Council Committees, the Fire Commission, and other groups;
- May provide testimony as to the methodology employed in gathering, analyzing, and interpreting data;

- Communicates equal employment information to employees;
- Ensures a safe work environment and compliance with department safety policies; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications/Competencies: Incumbents must have the following knowledge and abilities:

Knowledge of:

- Research design methodology and statistical analysis;
- Descriptive statistics including measures of central tendency and dispersion;
- Inferential statistics such as correlations, t-tests, and analysis of variance;
- Probability and non-probability sampling and sampling techniques;
- Data processing and computer-based systems capabilities as they relate to gathering, retrieving, storing and manipulating data;
- Computer programming and processing methods to generate, organize and display a wide variety of complex statistical and other research data;
- Supervisory principles and practices, including planning, delegating, reviewing and controlling the work of subordinates;
- Techniques of training, instructing, and evaluating subordinate's performance;
- Techniques for counseling, disciplining and motivating subordinate personnel;
- Use of computer software related to data analysis, interpretation, and presentation such as MS Access, Excel, Word and Powerpoint;
- Memoranda of understanding as they apply to subordinate personnel; and
- Organization, responsibilities, functions and procedures of the Los Angeles Fire Department.

Ability to:

- Prepare and present oral and written reports in a clear concise, logical and convincing manner;
- Deal tactfully and effectively with elected officials, department management representatives, supervisors and peers as well as with a variety of individuals from outside City service;
- Plan procedures and techniques for the statistical or mathematical analysis of various problems;
- Prepare and interpret statistical computations, charts graphs, diagrams and spreadsheets;
- Think logically and creatively in approaching research problems;
- Identify new applications and areas of research;
- Analyze and evaluate a variety of data and make logical, defensible conclusions or recommendations based on that data;
- Give technical guidance to data processing personnel and to advise other professionals on research techniques, statistical analysis and data interpretation; and
- Plan organize, and direct the work of a small group of employees.

Minimum Requirements:

1. Graduation from a recognized four-year college or university including at least 12 semester or 18 quarter units in statistics, research design/methodology or quantitative analysis; and

2. Four years full-time paid professional experience conducting quantitative or qualitative research and/or statistical analysis in a public safety or law enforcement agency, two years of which must have been in a supervisory capacity.
3. Experience with systems programming or database management is highly desired.

License:

A valid California driver's license and a good driving record are required.

Physical Requirements:

Candidates must meet such medical and physical standards as the Board of Civil Service Commissioners may prescribe.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.