



Police Data Analysis Supervisor #02726

City of Virginia Beach – Job Description

Date of Last Revision: December 9, 2025

FLSA Status: Exempt

Pay Plan: Administrative

Grade: A13

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Direct and manage staff assigned to the Analytical Services Unit which is responsible for research and development; computerized crime mapping; and preparation of statistical reports, analyses, and documents. Serve in a lead role in coordinating the department's research functions; assist the director and division heads in coordinating short and long range strategic planning initiatives, goals, and objectives; plan, develop, coordinate, and evaluate diverse projects and programs; direct research and analysis projects; develop and design complex data extraction procedures using industry standard software; manage the department's efforts in quality assurance and compliance with state and federal reporting requirements; supervise assigned staff; and perform assigned special projects.

Representative Work Functions and Responsibilities

- Coordinate and assist the department's director and command staff in developing long/short-range strategic plans, goals, objectives, priorities, program measures, resource allocation, and manpower forecasting.
- Prepare operating and analytical reports providing necessary information and recommendations with rationale regarding program needs and resource allocation.
- Provide easily accessible information to internal and external customers.
- Conduct program evaluations and research projects, including data collection, quality assurance, statistical analysis, surveys, and presentation of findings in report form for publication in annual reports and official releases to other City agencies, City Council, City boards and commissions, the media, and the public.
- Ensure compliance with state and federal reporting requirements.
- Represent the department on various committees and teams.
- Coordinate various process improvement teams.
- Supervise assigned staff.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

- Represent the department or division in a professional, diplomatic manner, exercising appropriate judgment, discretion, and tact.
- Effectively evaluate organization programs, coordinate short and long-range planning, and recommend course of action for problem areas.
- Adequately provide correct and sound information to staff regarding personnel, operating, and administrative policies and procedures.
- Ensure compliance with state and federal reporting requirements.
- Anticipate research needs and initiate and direct research projects.
- Effective use of technology solutions and resources.
- Respond in a timely and professional manner to inquiries from the City Council, City Manager, City executives, Police Department personnel, external agencies, the media, and citizens.
- Effectively represent the department on various teams and committees.

Minimum Qualifications

- Requires a Bachelor's degree and 4 (four) years of experience in fields such as computer science, geography, criminal justice, information technology, business administration, or public administration OR an equivalent combination of education (above high school level) and/or experience equivalent to 8 (eight) years in fields utilizing the knowledge, skills, and abilities associated with this position.

Special Requirements

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.
- Certification as a Law Enforcement Analyst from the International Association of Crime Analysts (or comparable certification) is highly desirable.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.