City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Police Research and Development Specialist</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>PRDS</td>
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<tr>
<td>Pay Grade:</td>
<td>NU22</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>2/8/2022</td>
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**General Summary:** This position is responsible for managing the Department’s Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation program, community policing strategies, implementation of special projects, and manages all grant programming and financial management.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Designs department grant programs and coordinated grant progress and program management;
- Drafts and submits grants; conducts research, coordinates, and leads grant programmatic management and implementation;
- Plans data collection methods and reporting processes for scheduled deadlines of various projects, and annual reports;
- Designs and implements department strategic planning and operational processes;
- Interprets information from databases, crime statistics, and law documents to identify issues and improve programs and processes;
- Manages contract requirements, monitoring, and invoicing for partners on grants;
- Monitors quality assurance/accreditation non-compliance issues and findings;
- Monitors Department policies and procedures to ensure CALEA Commission Standards are in compliance;
- Oversees compliance of over 500 Accreditation requirements for the Department;
- Prepares and maintains reports and documentation for the evaluation and continuance of the Department’s accreditation by managing the review and update of Department Rules and Procedures.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree from accredited four-year college (graduate degree preferred) or university and two years related experience in the Criminal Justice field and/or an equivalent combination of education and closely related experience in research design, project management, and fiscal oversight.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

**Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Some annual travel required for accreditation conference attendance.
Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.