

RESEARCH AND STATISTICAL ANALYSIS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible non-supervisory, administrative position in the fire department, the primary duties of which include assisting the Fire Chief in researching, planning, and coordinating fire department operations with an emphasis on estimating fire ratings in accordance with the Property Insurance Association of Louisiana (PIAL). The incumbent of this class keeps informed on local trends that may affect the fire service; gives reports, offers advice, and makes recommendations related to current and future fire protection needs. The Research and Statistical Analysis Officer reviews plans for commercial and residential development, and projects future growth of the city. The employee of this class performs assigned duties with limited supervision, working independently in most areas. The Research and Statistical Analysis Officer reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in researching, planning, and coordinating fire department operations with an emphasis on estimating fire ratings in accordance with the Property Insurance Association of Louisiana (PIAL). Monitors and evaluates department operations, gives reports, offers advice, makes recommendations on improvements, as necessary. Keeps informed on local trends that may affect the fire service. Works with board and agencies whose rules and operations affect the work of the fire department. Studies new laws, regulations, ordinances, and codes and researches the implications of such on fire department operations.

Conducts studies and surveys on questions or problems relating to the fire service. Organizes and analyzes data obtained from studies and recommends changes in department policies and procedures in order to improve the fire service. Analyzes and utilizes demographic information and statistical data for the purpose of projecting growth of the city and expansion of fire services. Collects information for pre-fire planning purposes by visiting businesses, schools, and places of public assembly. Gains familiarity with all area features which may become important in a fire or emergency situation. Monitors and evaluates local conditions which may become fire or safety hazards. Prepares tabulations, computations, charts, graphs and

maps to illustrate trends in population, traffic, land use, zoning, proposed subdivisions, and public utilities.

Coordinates the work of the department with public agencies, utilities, and private companies which are closely related to fire service operations, providing information and giving assistance when needed. Coordinates departmental activities related to obtaining favorable fire ratings. Serves as department liaison with the Property Insurance Association of Louisiana (PIAL). Acts as consultant to fire departments in surrounding area, providing technical expertise and assistance in coordinating mutual aid. Acts as department representative to the public, informing the public through talks, demonstrations, and answering questions concerning the work of the department.

Reads correspondence addressed to the fire department and responds to inquiries regarding fire department operations. Assists the Fire Chief in making decisions regarding what information should be included in department records, including format, content and control. Completes records and forms as required. Writes reports or other type of official position papers for publication. Prepares newspaper articles and news releases.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of appointment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must have at least ten (10) years full-time fire service experience with a paid fire department.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.