



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE: June 25, 2026

JOB VACANCY MEMORANDUM NO. 26-18

TITLE: Operations Analyst II, Strategic Analyst

ELEMENT OF ASSIGNMENT: Chief's Office

PAY RANGE: 55

STARTING MONTHLY SALARY: \$5,077

VACANCY STATUS: Vacant

EXPIRATION DATE: July 9, 2026

REQUIREMENTS:

The Strategic Analyst is responsible for collecting and analyzing data, as well as disseminating and presenting results of analyses throughout various levels of the Kansas City Missouri Police Department (KCPD), from individual teams to executive command. The incumbent will primarily support the Chief's Office and executive staff in evaluating the KCPD's initiatives, allocation of resources, and other strategic-level needs. The Strategic Analyst will therefore produce analytic products and outputs that are primarily strategic or administrative in nature, although there will be occasional overlap into tactical or intelligence analysis depending on the project. The Strategic Analyst will also help develop, implement, support and evaluate topic-specific analyses or research projects on an as-needed basis.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Compile, organize, analyze, interpret, and disseminate data or analyses from a variety of sources including the KCPD's Records Management System (RMS), Computer-Aided Dispatch (CAD) system, and internal administrative databases, among others.
2. Conduct necessary research to provide timely and relevant analyses regarding trends in crime or administrative data (e.g., overtime use), typically at the department-wide or strategic level. Examples of possible work products include creating data dashboards, semi-monthly crime trend briefs for executive staff, or monthly reviews of Response to Resistance information.

3. Present analytical products, results, or other findings to command staff to support data-driven decision-making, improve resource allocation, or otherwise enhance operational effectiveness.
4. Possess sufficient working knowledge of the various types of analysis (i.e., tactical, strategic, administrative, and intelligence), as well as related analytical tasks and workflows.
5. Conduct ongoing study of current literature and best practices of analytical methods and other policing issues. Make appropriate recommendations for organizational improvements including analysis-related techniques.
6. Attend meetings and, if appropriate, serve on relevant committees to facilitate discussion and information sharing regarding crime trends or other matters of interest to the KCPD.
7. Provide support to and communicate with other KCPD analysts to ensure effective and efficient workflows, as well as to supplement broader analysis-related efforts.
8. Respond to requests for data or assist with projects made from within the KCPD or external sources (e.g., data requests from the City's Public Safety Task Force).
9. Maintain reliable and predictable attendance, as well as be able to work flexible hours and overtime on occasion when specific needs arise.
10. Perform other duties as required.
11. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA) and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position the incumbent must possess a Bachelor's degree in Criminal Justice, Criminology, Geographic Information Systems (GIS), Computer Science, Data Science or social science field (e.g. Sociology or Psychology) from an accredited college or university. Graduate-level education in the same fields and/or experience in analysis-related positions is preferred, but not required.

Incumbent must possess skills using a variety of computer software including the Microsoft Office Suite and GIS tools such as Esri ArcGIS Pro or QGIS.

Skills in software such as R, PowerBI, or Tableau are preferred but not required.

A high level of self-motivation, initiative, creativity, and public speaking skills are necessary for success due to both the analytical demands of the position and the degree of interpersonal engagement with members throughout the organization.

Incumbent will be required to complete post offer, pre-employment testing per Department Policy.

Physical Requirements: The incumbent will perform stationary work at a computer approximately 80% of the time; remaining time will be occupied by meetings, presentations, and training. Basic office skills such as computer-related work, handwritten notes/messages and telephone use will be required daily.

Job Location: (Place where work is performed.)

Position primarily operates in a standard office environment. Will need to respond to meetings, training and other work-related functions at KCPD facilities or other locations (e.g., local law enforcement agencies) as necessary.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Personal computer
- Calculator
- Copier/Scanner/Fax
- Vehicle

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Captain Jonas Baughman, Chiefs Office** by no later than **July 9, 2026**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than **July 9, 2026**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during their full term of employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Captain Justin Pinkerton

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Commander, Employment Unit