

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT
ROBERT W. RUNCIE
SUPERINTENDENT OF SCHOOLS

July 17, 2019

TO: School Board Members

FROM: Alan Strauss *AS*
Chief Human Resources & Equity Officer

VIA: Robert W. Runcie *Robert Runcie*
Superintendent of Schools *JRM*

SUBJECT: Revision to Item # CC-5, Proposed New Job Description for the Protective Research Analyst, for the July 23, 2019 Regular School Board Meeting

Attached is a revision for Item # CC-5, Proposed New Job Description for the Protective Research Analyst, for the July 23, 2019 Regular School Board Meeting.

On Page 2 of the job description, under section titled Special Requirements, the following text has been moved to section titled Essential Performance Responsibilities. For consistency of formatting, the text has been revised and bulleted under the section titled Essential Performance Responsibilities. Text is as follows:

Incumbent shall be subject to specialized training, background reviews and confidentiality and compliance requirements as outlined by the Chief - Safety, Security, & Emergency Preparedness and other agency user agreements so as to fulfill the duties of the position. The incumbent is considered to be "essential personnel" subject to being held over or called back to a District work location or alternate site at all times. Incumbent may be assigned to the other operational support venues as deemed necessary by department leadership. Position shall be exposed to confidential, restricted and highly sensitive information requiring the utmost discretion and compliance with all administrative rules, directives, policies, procedures, regulations and statutes governing its distribution. The position requires compliance with all District policies, regulations and statutes relating to privacy including the Family Educational Rights and Privacy Act (FERPA).

RWR/AS:im
Attachments

c: Senior Leadership Team



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Protective Research Analyst
JOB CODE: New
CLASSIFICATION: Exempt
PAY GRADE: 22
BARGAINING UNIT: BTU - TSP
REPORTS TO: Executive Director, Enterprise Risk and Emergency Preparedness
CONTRACT YEAR: Twelve Months

POSITION GOAL:

To perform thorough analysis and research related to the evaluation of information and intelligence that could indicate a potential threat of violence affecting students, staff and District facilities. This position is responsible for the collection (open and sensitive source research), analysis and reporting of crime, security, student discipline and related data in support of the department's safety and security objectives. The Protective Research Analyst must be prepared to serve as a member of the professional multi-disciplinary team that works collaboratively to protect students, employees, volunteers and visitors to more than 234 schools and District support facilities from acts of violence.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Protective Research Analyst shall carry out the essential performance responsibilities listed below.

- Collect, analyze and generate reports relating to potential threats of acts of violence relating to the Broward County Public Schools community.
- Work collaboratively with District personnel, outside law enforcement and other relevant stakeholders to evaluate and analyze anonymous threats and/or other concerning behaviors and communications.
- Provide information evaluation and data analysis support for the operational functions of the Safety, Security & Emergency Preparedness Division, including, but not limited to, the Special Investigations Unit (SIU), Security Specialists, Campus Monitors, and Armed Safe School Officers.
- Search for meaningful patterns, trends, and relationships that could indicate the risk of violence by reviewing relevant data and sharing findings with various approved stakeholders.
- Assist District personnel and community public safety partners with developing and implementing processes for evaluating and addressing anonymous threats.
- Research, review, and evaluate electronically communicated information, written threats and other forms of concerning behaviors that could indicate potential violence.
- Support the Division's approach to evaluating and responding to anonymous threats relating to violence by data and event analysis, gathering, interpreting, organizing and prioritizing open, multi-source protection information.
- Employ the use of complex statistical analysis to identify correlations, patterns, series and trends in school-related violence.
- Utilize geo-data to visually represent potential threats to the Broward County Public Schools community.
- Partner with local, regional and state task forces, committees and agencies regarding violence prevention.
- Provide data analysis in support of emergencies, natural disasters and security incidents.
- Create detailed and thorough reports of any findings.

- Use computer applications to track and analyze ongoing events and, as appropriate, assist SIU and other law enforcement agencies investigating threats or acts of violence which could impact the Broward County Schools community.
- Perform open-source and sensitive source research.
- Participate in specialized training, background reviews, and fulfill confidentiality and compliance requirements as outlined by the Chief – Safety, Security and Emergency Preparedness and other agency user agreements.
- Serve as “essential personnel” subject to being held over or called back to a District work location or alternate site at all times.
- Assist other operational support venues as deemed necessary by department leadership.
- Exercise discretion when handling confidential, restricted and highly sensitive information. Comply with all administrative rules, directives, policies, procedures, regulations and statutes governing the distribution of confidential information.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor, or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor’s degree from an accredited educational institution.

Or

- A standard high school diploma or satisfactory completion of an approved General Education Development Testing Program and a minimum of two (2) years of experience as an analyst or researcher within the law enforcement, protective intelligence, military intelligence, criminal intelligence or other related discipline

And

- Demonstrated knowledge of open-source research techniques and strategies.
- Effective verbal, written and interpersonal communication skills, including the ability to write reports, and communicate effectively under deadlines and in stressful situations.
- Demonstrated knowledge of data analysis and statistical techniques and standards of practice.
- Computer skills as required for the position.

SPECIAL REQUIREMENTS

~~Incumbent shall be subject to specialized training, background reviews and confidentiality and compliance requirements as outlined by the Chief – Safety, Security, & Emergency Preparedness and other agency user agreements so as to fulfill the duties of the position. The incumbent is considered to be “essential personnel” subject to being held over or called back to a District work location or alternate site at all times. Incumbent may be assigned to the other operational support venues as deemed necessary by department leadership. Position shall be exposed to confidential, restricted and highly sensitive information requiring the utmost discretion and compliance with all administrative rules, directives, policies, procedures, regulations and statutes governing its distribution. The position requires compliance with all District policies, regulations and statutes relating to privacy including the Family Educational Rights and Privacy Act (FERPA).~~

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited educational institution.
- Formal training or education relating to general analysis, crime or security incident analysis, cyber-crime investigation or other open-source research discipline.
- Demonstrated ability to collect, analyze and disseminate data and other information.
- Experience using criminal justice information systems and other complex relational databases.
- Familiarity with mandatory criminal justice compliance and reporting requirements.
- Background in working with Geographic Information Systems (GIS) crime mapping software.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequently interacts with district staff, public safety personnel and school employees within different departments. Regularly meets with District and school administrators, safety and security personnel, law enforcement and other governmental agencies on the federal, state, and local levels.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved:

Board Adopted: