



JOB DESCRIPTION

TITLE Manager, Police Data Administration		LOCATION Buffalo Bayou		ORIGINAL EFFECTIVE DATE: 08/22/2025		NEW REVISION DATE: 11/11/2025 REV#: 1	
REPORTS TO (TITLE) Assistant Chief of Police, Support Operations		APPROVED (DEPARTMENT/DIVISION) <i>Ban Tien</i>		GRADE 12		JOB CODE 20008393	
DEPARTMENT/DIVISION Police/Support Operations	RC CODE 0952	APPROVED (HR COMPENSATION) <i>Mary Gutierrez</i>		EMP SUBGROUP 01	FLSA Exempt	EXEMPTION TEST Exec	
A. BASIC FUNCTION Manages all parameters of operations within the Data Administration Unit including the management, coordination, and administration of critical programs, systems, and data operations within the METRO Police Department. Provides expertise in Data Management, Data Quality, and Data Governance. Ensures the effective implementation of policies, projects, and procedures to enhance public safety, operational efficiency, and departmental performance. Maintains statistical data to assist with crime analysis efforts and ensure compliance with all reporting requirements. Performs duties in a safe, efficient manner and in compliance with applicable rules and safety procedures.							

B. RESPONSIBILITIES AND SPECIFIC DUTIES (LIST IN ORDER OF IMPORTANCE):

- Provides primary managerial direction and performs personnel administrative functions of direct report staff (e.g., training, supervising, work assignments, timesheets, performance evaluations, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department outcomes are achieved.
- Monitors departmental operations to ensure effective coordination, information flow, and policy compliance related to data (information), data governance, and provides records management support.
- Proficient in Records Management System (RMS) to ensure direct reports accurately perform review of incident reports and ensure accuracy of NIBRS coding.
- Develops, designs, and implements data quality policies and procedures to ensure accurate and appropriate information is communicated in reports and presentations.
- Sets priorities, determines methodologies, and selects techniques and approaches to be utilized in statistical analysis.
- Leads team in data-oriented analysis, business analytics, and process improvements that will ensure data integrity and reporting by identifying and resolving problem areas.
- Leads the creation of data management goals and principles to ensure compliance with required law enforcement standards and reporting.
- Develop methods for utilizing and tracking information by providing comprehensive reports, informational graphics, and visual aid to inform key policy makers about issues impacting the department.
- Plans the work of the assigned areas, determining optimal utilization of resources and staffing within allocated operating budgets.
- Manages departmental functions, establishes goals, and evaluates performance to align with public safety objectives.
- Oversees departmental budgets, resource allocation, and expenditure monitoring.
- Develops and enforces policies, procedures, and operational strategies to enhance efficiency and effectiveness regarding data administration, data governance, and records management requirements and implementation.
- Develops and evaluates law enforcement projects and strategies to improve operational effectiveness.
- Develops long-term and short-term strategic plans to enhance law enforcement operations and community engagement.
- Implements crime analysis and data-driven strategies to support policing efforts.
- Ensures required reports and responsive materials are submitted on or before the due date.
- Coordinates special projects, research, and performance analysis to provide data-driven decisions.
- Prepares detailed reports, operational manuals, and policy recommendations for executive leadership.
- Reviews all reports and correspondence routed from the Data Administration Unit to the departmental Command Staff.
- Oversees special projects, including Police systems administration (CAD/RMS & Language Line), crime analysis, and intelligence-led policing efforts.
- Conducts research on crime trends, policing innovations, and best practices to enhance department operations.
- Facilitates stakeholder meetings to establish and monitor data governance standards.
- Assesses departmental policies and procedures to improve effectiveness and compliance.
- Ensures compliance with local, state, and federal laws, as well as departmental policies and best practices.
- Provides excellent customer service to METRO internal and external customers.
- Applies SMS (Safety Management System) methods and principles in daily routine and supports all aspects of the agency's Public Transportation Agency Safety Plan (PTASP).
- Promotes safety awareness and follows safety procedures to reduce or eliminate accidents.
- Performs other job-related duties as assigned.

C. MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Education Requirement (Diploma/Degrees must be from accredited institutions):**
Bachelor's degree in data management, analytics, criminal justice or a related field is required. Advanced degree is preferred.
- Describe the years and type of experience necessary to fulfill the responsibilities and duties of this position under normal circumstances.**
Minimum eight (8) years progressive experience in a law enforcement environment managing special projects, data administration, data governance, data analytics, and budget management to include (4) years lead/supervisory experience.
- What specialized knowledge and skills required? List certifications and/or licensing.**
Requires a highly motivated law enforcement professional with expertise in police administration, operational planning, and data driven analysis. Requires strong decision-making, problem-solving, and leadership skills to support the mission of the METRO Police Department. A solid understanding of crime data collection and reporting using the National Transit Database (NTD) and the Uniform Crime Reporting (UCR) Program's National Incident-Based Reporting System (NIBRS) is preferred. Knowledge of local, state, and federal laws and regulations relevant to criminal justice is preferred.

This position requires a background check. Common disqualifiers include, but are not limited to:

- Class A or Felony conviction or court-ordered supervision or probation regardless of date of conviction.
- Class B conviction or court-ordered supervision or probation within the past 10 years.

D. SAFETY IMPACT POSITION

000 - Non-Safety Sensitive

Codes 001 through 005 require new hires subject to the federal testing regulations of safety sensitive positions, which include random alcohol and drug testing and/or physical as a condition of employment. Also, as a result of a job change to a safety sensitive job, the incumbent is subject to alcohol and drug testing and/or physical as a condition of continued employment.

E. PHYSICAL EFFORTS REQUIRED: A job analysis form may be completed if more detail is required.

Physical efforts related to office and administrative activities.

F. WORKING CONDITIONS: (METRO OPERATES 24/7, INCLUDE WORK SCHEDULE OR WEEKEND HOURS EX: MON.-FRI. 8 A.M. TO 5 P.M.)

Work is performed in office setting. Mon-Fri.

G. ORGANIZATIONAL INFORMATION:

PRESIDENT & CEO		
↑		
CHIEF OF POLICE		
↑		
ASSISTANT CHIEF OF POLICE		
REPORTS TO	↑	TITLE
MANAGER, POLICE DATA ADMINISTRATION		
↑	~ Title of Position Described	
↑	POSITION TITLE	NO. EE'S REPORTING
↑	CRIME ANALYST	1
↑	POLICE DATA ANALYST	1
↑	LEAD RECORDS CLERK	1
↑	RECORDS CLERK	7

H. IMPACT OF JOB ORGANIZATION:

- Briefly indicate the impact the job has on achieving the established goals in the Department/Division and the results of error.**
The careful and confidential management of police records and information is a crucial responsibility of this role. Unauthorized or improper disclosure of sensitive data could negatively impact METRO and result in legal consequences. Strict adherence to policies, procedures, and operational best practices is essential to maintaining the integrity of police functions and minimizing liability risks. Additionally, analyzing trends in criminal activity is vital for identifying high crime areas and developing targeted programs to prevent and reduce criminal offenses.

I. ACKNOWLEDGEMENT OF JOB DESCRIPTION: I have reviewed this job description, and I understand my classification, all job duties, and responsibilities. I can perform the essential functions as outlined.

PRINT NAME/EMPLOYEE NUMBER

DATE

SIGNATURE

DATE