



JOB OPPORTUNITY

MANAGEMENT ANALYST I/II

(POLICE DEPARTMENT'S OFFICE OF PROFESSIONAL STANDARDS AND ACCOUNTABILITY)

Job Duties

- Collect, analyze, and verify data needed for meetings, presentations, publications, and other reporting purposes.
- Prepare reports, memorandums, and recommendations for the Deputy Chief, Command Staff, and City Council; present at meetings as necessary.
- Maintain all information related to the national accreditation process, including standards, procedures, and reports for the agency. Stay updated on accreditation standards and participate actively with the relevant accreditation commissions and professional associations to interpret and apply the standards.
- Monitor and measure agency adherence to accreditation standards.
- Identify, verify, and reconcile compliance activities, correcting any noted deficiencies through policy, training, or other administrative measures. Complete and submit required reports and forms.
- Prepare and maintain appropriate reports and internal communication.
- Maintain and update the agency's accreditation files using an electronic computer program.
- Identify grant funding opportunities; prepare grant applications and deliverables.
- Assist in managing Place of Entertainment licenses and/or other permit programs.
- Research, analyze, and monitor legislation related to law enforcement, professional standards, and accountability; conduct performance audits and ensure legislative requirements are met.
- The complete job descriptions can be viewed by clicking on the links below:
 - [Management Analyst I](#)
 - [Management Analyst II](#)



City of Fremont is an innovative city in the heart of the Bay Area and Silicon Valley, known for clean technology, advanced manufacturing, low crime, excellent schools, quality parks and a diverse population of over 229,250 residents. As a significant economic force in the region, Fremont aims for innovation in municipal government led by City Council and City Manager.

Qualifications

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Management Analyst I: A bachelor's degree from an accredited college or university in public administration, business administration, finance, economics or a related field. Technical experience in administrative support may be substituted for up to two years educational requirement.

Management Analyst II: A Bachelor's degree in public administration, business administration, finance, economics or a related field and three (3) years progressively responsible professional level organizational administration and/or operational support duties; a Master's degree in one of the fields listed above may be substituted for one (1) years experience.

Licenses/Certificates/Special Requirements:

This classification requires the ability to travel independently within City limits. This classification also requires possession of a Class C California driver's license.

Desirable Qualifications:

Experience with the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA®) accreditation process.

Annual Salary Range

Management Analyst I: \$89,053 – \$117,928
 Management Analyst II: \$108,884 – \$146,991

Commensurate with Qualifications and Experience

A summary of benefits can be viewed online:
[Benefits Summary](#)

The City of Fremont is an Equal Employment Opportunity Employer.

APPLY HERE!