

Job Description: UCR Coder

Job Title:	UCR Coder
Position Code:	P10315
Branch:	Administrative Support Branch
Department/Unit:	Records/Access to Information
Reports to:	Records Branch Supervisor
Supervises:	N/A
Association:	Civilian
Pay Grade:	C
Hours of Work:	Mon-Fri/Days
Date Updated:	March 2018

Position Purpose

To review occurrence reports and assign Statistics Canada Uniform Crime Reporting (UCR) coding, compile statistics, and prepare reports.

Major Duties & Responsibilities

- Reviews, analyzes and classifies police occurrence reports to assign coding in compliance with Statistics Canada Uniform Crime Reporting Coding.
- Clarifies coding rules with Statistics Canada and makes necessary corrections.
- Tracks and compiles occurrence statistics and produces reports for Statistics Canada.
- Initiates tasks for follow-up with sworn members to clarify occurrence report information, and requests outcome clarification as required to ensure accurate coding.
- Sends tasks to Information Processing Specialists regarding incorrect or omitted occurrence information.
- Reviews the Canadian Centre for Justice Statistics Edit and Imputation Report, corrects identified errors to ensure legislative compliance, and archives report.
- Codes and completes homicides from the Homicide Survey form.
- Completes the Domestic Violence Improper Occurrence Classification Tracking form and disseminates accordingly.
- Completes verification on requisite occurrences and advises interested departments of any impact upon scoring rates.
- Liaises with internal departments and external police services and agencies to provide, clarify and exchange information.
- Identifies errors and/or outdated violation codes in the UCR template and advises supervisor or IT.
- Provides supervisor with feedback on potential causes for change in reporting trends identified by Statistics Canada.
- Disseminates occurrence information of particular interest to specialized branches accordingly.
- Assists in the development of the automated UCR Coding Report.
- Acts as a resource and assists members by providing advice on RMS and Uniform Crime Reporting criteria.

- Receives and responds to telephone calls, tasks and emails from members, other police services and government agencies.
- Occasionally trains new members.
- Participates in ongoing professional development by attending in-house, police and outside training courses and seminars.
- Performs other duties as required and assigned.

This position profile is intended to describe the general level and nature of the position, and is not intended to represent an exhaustive list of all tasks assigned in the performance of this position.

Skill

- Successful completion of an Ontario Secondary School Diploma.
- Comprehensive knowledge of Records Branch records keeping, query methods, and data entry requirements normally acquired through previous experience as an Information Processing Specialist.
- Analytical skills required in order to identify errors and omissions.
- Ability to make independent sound decisions.
- Knowledge of the Intranet/Internet, and police computer networks and systems such as Records Management System (RMS).
- Knowledge of Waterloo Regional Police Service practices, policies and procedures as well as related provincial and federal legislation.
- Experience using Microsoft Office programs and Outlook.
- Ability to reference procedures of the UCR Manual, the Criminal Code, the Youth Criminal Justice Act, the Mental Health Act, the Ministry of Correctional Services Act, the Family Law Act, the Controlled Drugs and Substances Act.
- Communication, customer service, interpersonal and training skills are required to guide and instruct staff.
- Ability to meet police security clearance requirements and to maintain confidentiality.
- Ability to participate as an effective team member and to support and project values compatible with the organization.
- Ability to meet testing requirements for the position.

Effort

- Mental and visual concentration required when inputting information and coding occurrences.
- Subject to prolonged sitting, heavy sustained visual and auditory concentration, manual dexterity and attention to detail. Most work is performed sitting at a desk.
- Occasionally required to lift, push or pull up to 40lbs when lifting file boxes.
- Work is completed within a fixed schedule and performed in a standard open concept office subject to frequent interruptions.

Responsibility/ Impact of Error

- The incumbent has no formal supervisory responsibilities.
- Provides assistance to new staff or those who are unfamiliar with data entry processes or Niche entries.

- Errors in accurate coding may affect statistical results.
- Recommends changes to work flow processes to the Records Branch Supervisor.

Working Conditions

- Work is performed in a standard open concept office subject to frequent interruptions from members and others requesting information. Contacts are periodically negative or difficult, requiring the incumbent to be polite, tactful and informative.
- Occasional travel within and outside of the Region to attend meetings, seminars and workshops.
- Most work is performed sitting at a desk.
- Work is subject to occasional deadlines and incumbent is required to schedule own daily activities.
- Occasionally required to work extended hours to meet deadlines.