

PERSONNEL AND TRAINING ADMINISTRATOR

DEFINITION

To plan, organize, coordinate, and implement the recruiting, testing and training activities of the Police Department by working closely with the Human Resources Department to coordinate the recruitments and exam administration of sworn and non-sworn police personnel; to plan, organize and schedule department trainings and ensure that police personnel have completed mandated trainings; to review and organize worker's compensation claims for the Department; and to provide highly responsible technical support to the Chief of Police.

DISTINGUISHING CHARACTERISTICS

The Administrator level recognizes positions that provide full second-line, direct supervision to employees within a work section and/or assumes substantive and significant programmatic responsibility in a defined area or specialty.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief of Police.

Exercises direct supervision over assigned sworn, technical and administrative support personnel.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Recommend and implement section goals and objectives; establish performance standards and methods for recruitment, selection and training activities of the Police Department; develop and implement policies and procedures.

Plan, develop and oversee the work of staff involved in personnel activities of the Police Department.

Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for training, materials and staff; monitor and control expenditure.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures.

Essential Duties (Continued)

Perform responsible technical and administrative work in support of the City's Police Department's human resource needs by coordinating recruitment efforts with the City's Human Resources Department.

Prepare forms needed to fill vacant positions maintain records of vacant and filled positions.

Prepare draft job announcements for Police Department recruitments; assist in establishing examination reviewing and approving exam procedures and administration; set pass points; assist in the development and modification of Police Department related job specifications; may present to Personnel Commission and/or Council.

Maintain and update confidential files, such as applications, test scores, training certificates and related data.

Provide assistance to applicants, City employees and the general public by answering questions related to the Police Department recruitment exam administration activities.

Coordinate and schedule background investigations; prepare and maintain files pertaining to background investigations; conduct interviews with applicants; coordinate interviews and other human resources activities; prepare final job offers.

Review and summarize documents regarding applicants background check and make recommendations.

Complete, review, and track required worker's compensation claim documents for the Department; work closely with Human Resources Department to ensure required documents are completed.

Plan, oversee and coordinate the return to work of injured employees with Police Department and Human Resources Department.

Review modified duty requests; work closely with department staff to reassign employees released to modified duty; schedule and oversee staff assigned to modified duty; maintain and update modified duty calendar.

Organize and schedule department training activities; work with Training Officer to ensure POST mandated trainings are met; review training materials.

Track, maintain and issue police equipment provided to officers.

Essential Duties (Continued)

Assist in overseeing and planning special department projects and programs, including, but not limited to Peer Support Team, Honor Guard, and Chaplaincy.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Follow City policies and procedures.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of public safety recruitment and selection activities.

Basic terminology, laws, rules and regulations related to worker's compensation claims.

Organization and functions of a law enforcement agency.

Principles and practices of budget development, implementation, and monitoring.

Practices and methods of record keeping.

Principles and practices of supervision, training and performance evaluation.

English usage, spelling, grammar and punctuation.

Principles and practices of good customer service.

Principles and practices of work safety.

Modern office practices, methods and computer applications related to the work.

Modern office equipment and procedures including use of a variety of software applications.

Principles and practices of research analysis and management.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (Continued):

Ability to:

Organize, implement and direct the recruitment, selection and training operations/activities within the Police Department.

Interpret and explain pertinent personnel rules and regulations and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate personnel.

Plan, organize, prioritize and coordinate a variety of activities with multiple departments.

Review and interpret medical request and modified duty assignments.

Prepare and maintain personnel related records, forms and reports.

Use discretion and judgment in handling sensitive and confidential information.

Interpret, apply and explain City and department policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Review and prepare letters, correspondence and reports.

Establish and maintain effective working relationships with those contacted in the course of work.

Operate a personal computer, including word processors and other standard software applications.

Analyze situations carefully and adopt effective courses of action.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of management experience in public safety.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, public safety, or a related field.

Licenses and Certificates: Possession and maintenance of a valid driver's license may be required.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One year

751CS12

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AAP Group: 15

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt