

POLICE HIRING COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: A Police Hiring Coordinator is responsible for coordinating and conducting the background process on candidates for positions within the Police Department, and also assists with Police Officer - Recruit (POR) backgrounds, conditionals, and file reviews as necessary. An employee in this class serves as a liaison with City personnel and supervisory personnel within the department in order to initiate recruitments and testing, and process candidates to fill Police Department vacancies. Specific duties include: conducting background interviews, assigning background investigations to other personnel, and reviewing their work; coordinating and scheduling polygraph and psychological exams and other department related testing as necessary; previewing all police hiring files on civilian candidates for assigned recruitments, which includes auditing the files for completeness; analyzing the sensitive and confidential polygraph findings, criminal history checks, information from employers and personal references, and various test results; and writing a summary report. An employee in this class works with departmental supervisors regarding their final selections. Additionally, this class works with supervisors in order to coordinate transfers, demotions, and promotions within the Police Department. An incumbent typically exercises functional supervision over personnel assigned to assist with the hiring function in the Police Department. This class performs related duties as required.

Distinguishing Features: The Police Hiring Coordinator is assigned within the training and hiring unit of the Police Department. The Police Hiring Coordinator must coordinate with several other units and outside entities in order to complete the hiring file for each candidate in a timely manner. The public contact component of this class frequently involves dealing with applicants who are angry and confused about their test results and final status. This class is supervised by a Police Sergeant who reviews work through reports, meetings, and results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Good (1 - 3 years) experience in Personnel/Human Resources at a paraprofessional level or experience conducting investigations in a law enforcement setting. A Bachelor's Degree from an accredited college or university in Personnel, Business Administration, Public Administration, or a related field may substitute for the required experience.

Special Requirement(s). Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualification(s). Experience working in a law enforcement environment is preferred. Experience conducting investigative background interviews is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, sworn personnel, other City employees, management, other agency personnel, and public officials in order to complete background investigations on applicants for Police Department positions; explain testing and selection practices, standards, and procedures; provide test results; and extend conditional offers of employment. Conducts investigative interviews with applicants, employers, supervisors, and references. Assists with test administration. Instructs and trains volunteers and student interns assigned to the hiring unit in the Police Department. Prepares written documents including background investigation summary reports, proposals, and memos to obtain; and provides detailed findings of investigations and recruitment literature.

Manual/Physical: Reviews documents such as polygraph reports/results, written examinations, and background information in order to determine acceptability of applicants for employment. Assists with monitoring and recording results of employment related tests. Operates a variety of standard office equipment including a personal computer (PC), typewriter, recorder, and transcriber. Retrieves data or enters data into a PC in order to maintain records, generate reports, and develop hiring forms. Prepares forms and mail for collecting background information and distributing information to recruiters and applicants. Sorts and files background records and all documents related to hiring. Attends meetings and test sessions, and may conduct investigative interviews outside the Police Department.

Mental: Coordinates work activities with other Police divisions, other City departments, outside agencies, and candidates. Determines the order in which candidates should be processed through the polygraph phase based on preliminary background information and other factors. Analyzes data from investigative interviews, background information, polygraph results, employment test results, and criminal history checks. Comprehends and makes inferences from written material including accreditation standards; federal laws and guidelines regarding testing and hiring practices, departmental procedures; City Personnel Rules; and information obtained from background checks, employment applications, and police reports. Coordinates the work of employees assigned to the unit as well as members of the recruiting team. Prioritizes own work. Learns job related information through on-the-job training and in a classroom setting.

Knowledge/Skills/Abilities:

Knowledge of:

modern office practices, procedures, and equipment;
Police Department objectives, procedures, and terminology;
the principles and techniques of modern public personnel administration;
the standard maintenance procedures applicable to hiring and personnel records;
security and privacy requirements of police information; and
business English, spelling, grammar, and basic writing requirements.

Skill in:

using a PC to enter and retrieve data; and
dealing with persons who are upset and confused.

Ability to:

obtain information through interviews and observation;
successfully complete training on conducting background investigations;
learn the principles and techniques of modern personnel administration and the laws/guidelines that
apply to testing and hiring practices;
work under time schedules in order to meet deadlines;
coordinate tasks and scheduling required to complete background investigations and other related tests
on several vacancies at the same time;
use discretion and maintain the confidentiality of sensitive information;
utilize tact and courtesy when dealing with applicants; and
establish and maintain effective working relationships with coworkers, supervisory personnel, other City
employees, the public, and other agencies.

The duties listed above are intended only as general illustrations of the various types of work that may
be performed. Specific statements of duties not included does not exclude them from the position if the
work is similar, related, or a logical assignment to the position. Job descriptions are subject to change
by the City as the needs of the City and requirements of the job change.

Revised 8/15

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CS3948.DOCX

EEO-Para

NDOT SAFETY-No

NDOT RANDOM-No

DOT RANDOM-No

RESP-No

JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 43

SECURITY-Yes

CDL-No

IND-9410

SWORN-No