

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Human Resources

AGENDA DATE: 02/28/2012

CONTACT PERSON/PHONE: Human Resources, Linda Ball Thomas, (915) 541-4509

DISTRICT(S) AFFECTED: City Wide

SUBJECT:

APPROVE: Resolution so that the Classification and Compensation Plan be amended, as set forth on the attachment posted with the agenda, as recommended by the Civil Service Commission (Attachment "A")

BACKGROUND / DISCUSSION:

The creation of the proposed job class was requested by Sun Metro because no current specifications adequately describe the nature, scope and level of the assignments and requirements for this position. The El Paso Police Department has requested to change the minimum qualifications to the job classes to satisfy the terms of the current memorandum of understanding.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Budgeted for FY/2012

BOARD / COMMISSION ACTION:

Per Civil Service Commission approval on 12/08/2011

CITY CLERK DEPT.
2012 FEB 21 AM 9:57

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) Elaine Sperry **FINANCE:** (if required) _____

OTHER: _____
(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as set forth on the attachment posted with this agenda, as recommended by the Civil Service Commission. (See Attachment "A").

PASSED AND APPROVED this _____ day of February, 2012.

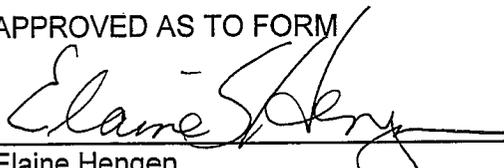
THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

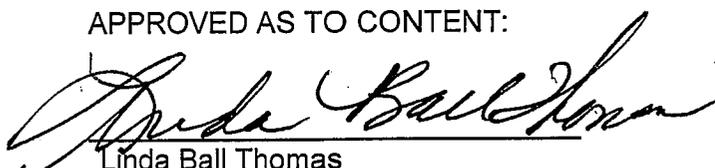
Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM



Elaine Hengen
Senior Assistant City Attorney

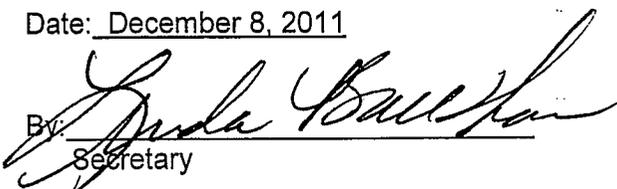
APPROVED AS TO CONTENT:



Linda Ball Thomas
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: December 8, 2011

By: 

Secretary

CITY CLERK DEPT.
2012 FEB 21 AM 9:57

ATTACHMENT "A"
CLASSIFICATION AND COMPENSATION PLANS
FEBRUARY 28, 2012

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class **Fleet Maintenance Trainer Supervisor** is hereby created as specified in the duties and responsibilities attached hereto. The Code is 11715. The Grade is GS 57. This position will be in the Sun Metro Department and funding was budgeted, approved by the City Council and is available. Salary Range: \$37,331.27 - \$59,648.83

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class **Police Sergeant** is hereby amended as specified in the duties and responsibilities attached hereto. The Code is 75610. The Grade is P 4. This position will be in the El Paso Police Department and funding was budgeted, approved by the City Council and is available. Salary Range: \$60,659.99 - \$73,166.29

That the Classification and Compensation Plan shall be amended as recommended by the Civil Service Commission. The class **Police Lieutenant** is hereby created as specified in the duties and responsibilities attached hereto. The Code is 75620. The Grade is P 5. This position will be in the El Paso Police Department and funding was budgeted, approved by the City Council and is available. Salary Range: \$69,331.86 - \$86,404.28

CITY CLERK DEPT.
2012 FEB 21 AM 9:57

Dedicated to Outstanding Customer Service for a Better Community



TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resource Director
DATE: November 30, 2011
SUBJECT: Proposed Change to the Classification and Compensation Plan:
New Job Specification

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED Fleet Maintenance Trainer Supervisor	11715	GS 57

The creation of the proposed job class was requested by the Director of Mass Transit to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval. (Amended 7/31/07)

Mayor
John F. Cook

City Council

District 1
Ann Moran Kelly

District 2
Susie Byrd

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Dr. Michal R. Nee

District 6
Eddie Holman Jr.

District 7
Steve Ortega

District 8
Coffey/Carlisle/Alford

City Manager
James A. Wilson

El Paso

All-America City



2010

HUMAN RESOURCES DEPARTMENT

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b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a review of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a. (Amended 7/31/07, 8/25/09)

Attachment (Proposed Job Specification)

Pages 2 of 2

LINDA BALL THOMAS, HUMAN RESOURCES DIRECTOR
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CITY OF EL PASO
Established Date: Nov 30, 2011

Fleet Maintenance Trainer Supervisor

Class Code:
11715 GS57

SALARY RANGE

\$17.95 - \$28.68 Hourly
\$1,435.82 - \$2,294.19 Biweekly
\$3,110.94 - \$4,970.74 Monthly
\$37,331.27 - \$59,648.83 Annually

MINIMUM QUALIFICATIONS:

Education and Experience: A High School diploma or GED, and five (5) years of journey level auto or diesel mechanic experience, including two (2) as a trainer or training program supervisor.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

GENERAL PURPOSE:

Under general supervision, coordinate and oversee the day to day automotive technical maintenance training programs for department.

TYPICAL DUTIES:

Develop and conduct technical maintenance training programs. Involves: Research, plan, develop, and conduct technical training program courses. Meet with division manager to identify specific training needs. Analyze and evaluate training requirements. Research various topics for future program development. Create or select training manuals, handout materials, visual aides and program outlines, and determine suitability and feasibility of instructional methods. Evaluate usefulness of available audiovisual support materials. Arrange for instructors and training locations. Provide technical assistance in the selection of engine and transmission manufacturers, parts suppliers, and rebuilders. Monitor and evaluate quality of equipment and service vendors. Act as a system-wide technical advisor in area of expertise.

Coordinate outside trainings. Involves: Identify courses to be taught by outside instructors and make appropriate arrangements. Schedule and arrange with outside institutions, technical schools, and vendors technical training for automotive maintenance service employees. Remain abreast of changes in applicable federal, state or local laws or regulations, and overall training development.

Assess training program effectiveness. Implement procedures to evaluate effectiveness of current courses. Develop and collect data for engine and power train performance; oil, liquid and exhaust gas analyzation, and verify final test results. Provide technical review and comment of studies and reports. Order equipment, maintain fleet records, and plot trend and report results. Maintain files of relevant training courses. Evaluate and update instructional methods.

Supervise assigned personnel, as assigned. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of considerable knowledge of applicable City and department regulations, rules and procedures related to safety including occupational hazards and safety precautions.
- Application of considerable knowledge of proper repair, maintenance and handling of a variety of vehicles, tools and equipment, hazardous materials and safety standards and training techniques and principles.
- Application of good knowledge of instructional and teaching, principles, and methods.
- Application of good knowledge of program research and development techniques including training needs assessment.
- Application of good knowledge of supervisory techniques and customer service practices and procedures.
- Assess training needs, organize materials and assemble and coordinate courses of instruction.
- Obtain and maintain certifications necessary to instruct any topic or subject matter as required by regulatory agencies.
- Communicate clearly and concisely orally and in writing to conduct training.
- Establish and maintain effective working relationships with fellow employees, officials and public.

OTHER JOB CHARACTERISTICS:

- Required to work varies shifts and weekends.
- Be subject to call during off working hours, including work extended hours, including weekends and/or holidays.
- Occasionally lift and carry heavy, bulky items, materials and supplies weighing up to 50 pounds and exposure to dangerous machinery, physical harm, hazardous chemical and extreme weather conditions.

CLASSIFICATION STATUS:

*(Ord. 016439 08/22/06), (HR 11/30/11)
As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.*

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Dedicated to Outstanding Customer Service for a Better Community



TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director *LBT*
DATE: December 5, 2011

SUBJECT: Change to Job Specification: Minimum Qualifications – Education and Experience

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. The change in minimum qualifications was requested by the Police Chief to satisfy the terms of the current memorandum of understanding. See attached proposed job specification.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
Police Lieutenant	75620	P 5

Current Education and Experience: A Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) Advanced Certificate plus six (6) years of experience as a commissioned police officer, including two (2) years as a Police Sergeant; or the equivalent to a combination of an accredited Bachelor's degree in Police Sciences, Law Enforcement, Criminal Justice, Business or Public Administration or related field, plus six (6) years of experience as a commissioned police officer, including two (2) years as a Police Sergeant. For purpose of substituting experience for no more than one-half of the college education requirement, the work experience must be as time in service as a sergeant.

Proposed Education and Experience: An accredited Bachelor's degree in Police Sciences, Law Enforcement, Criminal Justice, Business or Public Administration or related field, plus six (6) years of experience as a commissioned police officer, including two (2) years as a Police Sergeant.

This recommendation is being made pursuant to:

Ordinance 8064, Section 2. Classification Plan:

E) Additions, deletions and revisions of classification specifications that do not affect the arrangement or rearrangement of a position or office into a class, subdivision or grade shall be made upon the authorization of the City Manager or his designee. Additions, deletions or revisions that affect the arrangement or rearrangement of a position or office into a class, subdivision or grade, shall be made upon the recommendation of the City Manager or the Human Resources Director by amendments made through resolution, upon approval of the Civil Service Commission and City Council. (Passed 04/06/04, Amended 03/15/05 and 02/24/09)

Attachment (Job Specification)

Mayor
John F. Cook
City Council
District 1
Ann Morgan Lilly
District 2
Susie Byrd
District 3
Emma Acosta
District 4
Carl L. Robinson
District 5
Rachel Quintana
District 6
Eddie Holgun, Jr.
District 7
Steve Ortega
District 8
Ben O'Rourke
City Manager
Joyce A. Wilson



Police Lieutenant

Class Code:
75620 P5

CITY OF EL PASO
Established Date: Nov 30, 2005
Revision Date: May 20, 2010

SALARY RANGE

\$33.33 - \$41.54 Hourly
\$2,666.61 - \$3,323.24 Biweekly
\$5,777.66 - \$7,200.36 Monthly
\$69,331.86 - \$86,404.28 Annually

MINIMUM QUALIFICATIONS:

Education and Experience: A Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) Advanced Certificate plus six (6) years of experience as a commissioned police officer, including two (2) years as a Police Sergeant; or the equivalent to a combination of an accredited Bachelor's degree in Police Sciences, Law Enforcement, Criminal Justice, Business or Public Administration or related field, plus six (6) years of experience as a commissioned police officer, including two (2) years as a Police Sergeant. For purpose of substituting experience for no more than one-half of the college education requirement, the work experience must be as time in service as a sergeant.

Licenses and Certificates: Possess at the time of application Texas Commission on Law Enforcement Officer Standards and Education, (TCLEOSE) Intermediate Certificate except that incumbents currently in this job are not required to meet the upgraded licensing requirement but must maintain the Basic Peace Officer license issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) in compliance with state statute. Texas Class "C" Driver's License or equivalent from another state by time of appointment.

GENERAL PURPOSE:

Under direction, perform second level supervisory functions as head of an assigned police section, or provide other professional individual contributor commissioned law enforcement services as required.

TYPICAL DUTIES:

Responsibly develop, coordinate and evaluate designated ongoing patrol, investigation or support by subordinate units commonly headed by Police Sergeants or other first level supervisors, or carry out delegated complex operational or administrative public safety project management functions. Involves: Plan, generally oversee and control person and property protection, traffic regulation and safety, or other uniform operations on an assigned shift, a detective detail engaged in investigating and apprehending violators of crimes such as homicide, burglary and robbery, narcotic offenses, vice or vehicle theft, or criminalistic, auxiliary or patrol support, airport detail, homeland security, special project and grants, or other public safety services. Serve as detective division executive lieutenant, as assigned. Direct and review preparation of cases for court. Give testimony at trials and

hearings. Establish rapport and confer with public groups and individuals in person and by telephone to listen to, identify and resolve law enforcement grievances or problems, and consult social service agencies and civic organizations to ascertain community public safety needs. Provide information and advise on City code and other laws in response to inquiries; and interpret department rules, regulations and policies for employees and the public. Cooperate with County, State and Federal law enforcement agencies in apprehending and detaining wanted persons or criminals, recovering stolen property, and in other matters of mutual interest. Advise and assist other police officers in law enforcement investigations, and personally participates in more difficult cases. Analyze and recommend acquisition of or improvements to equipment and facilities. Participate in evaluation and development of department programs, policies and procedures, and in preparation and administration of department budget affecting operations or services for which accountable.

Perform, as qualified, expert uniformed Police Officer or Police Detective functions that include modifying standard practices, adapting precedents and establishing validity of approach in order to deal with unique situations in a manner that conforms to legal requirements and department policies, or serve in such a position as back up when required. Involves: Engage in assigned municipal law and ordinance enforcement and crime prevention duties which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents. Provide technical police services such as conducting skilled investigations, first level identification analyses or community relations programs.

Supervise assigned supervisors, police officers and civilian support staff. Involves: Conduct roll calls, schedule work, assign duties and coordinate shift changes. Issue written and oral instructions, and check work for exactness, neatness and conformance to policies and procedures. Guide subordinates to overcome difficulties encountered in performing duties. Appraise performance of immediate subordinates and review evaluation reports of lower level supervisors. Coach and arrange for or conduct training and development activities. Enforce personnel rules and regulations, standards of conduct, work attendance, appearance and safe working practices. Maintain supervisor-subordinate harmony and resolve disputes or grievances as delegated. Recommend commendations or discipline, and employee status changes. Interview applicants and recommend selection.

Perform related duties as required. Involves: Act on behalf of superior officers in their absence, if assigned. Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Schedule and conduct meetings. Participate in administration by overseeing and reviewing or personally gathering and compiling data used to evaluate and develop department programs, policies and procedures, and to prepare and monitor department budget affecting section for which accountable, as requested. Direct or personally prepare and submit daily section activity and other written reports to superior officers, and maintain complete and accurate records of events that occur during shifts. Direct or personally maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventive servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for own professional development. Serve on designated ad hoc committees.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of considerable knowledge of modern law enforcement and crime prevention principles and methods.
- Application of considerable knowledge of pertinent federal, state and local laws, City ordinances and codes, including rules for securing, handling and preserving evidence, and legally accepted practices for making arrests and protecting prisoners' rights.
- Application of considerable knowledge of Police Department operational and administrative policies, procedures and organization, and limits of its authority.
- Application of considerable knowledge of City geography and locations of important buildings.
- Application of considerable knowledge of community policing, including public relations techniques and awareness of cultural differences.
- Application of good knowledge of supervisory techniques, office management practices and governmental budgeting, fiscal and personnel administration procedures.
- Establish rapport and maintain effective working relationships with subordinates, peers, supervisors, officials, other departments and agencies, and the public in order to enforce the law and prevent crime with firmness, tact and impartiality when confronted by hostile, injured and distraught individuals and groups.
- Communicate persuasively and effectively orally and in writing in order to clearly and concisely articulate complex facts and relationships in legible detail and summary reports and records, testify in court in an objective and professional manner, follow and give work instructions, and conduct training.
- Comprehend and analyze highly complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions in applying modern police principles and methods.
- Plan, assign, direct, and inspect work of subordinate supervisors and other personnel firmly and impartially.
- Skillfully use and care in safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices, and other City facilities and property, as required.
- Skillfully use and care in safe operation and care of a motor vehicle.
- Skillfully use and care in safe operation and care of a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software.

- Skillfully use and care in rendering First Aid to injured or ill persons as first responder to accidents, crime scenes and other emergencies.

OTHER JOB CHARACTERISTICS:

- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Subject to being called at any time for emergency duties.
- Occasional vigorous physical demands common to duties of a Police Officer.

CLASSIFICATION STATUS:

(Approved 12/2005), (05/20/2010)

As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.

Dedicated to Outstanding Customer Service for a Better Community



TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director
DATE: December 5, 2011
SUBJECT: Change to Job Specification: Minimum Qualifications – Education and Experience

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. The change in minimum qualifications was requested by the Police Chief to satisfy the terms of the current memorandum of understanding. See attached proposed job specification.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
Police Sergeant	75610	P 4

Current Education and Experience: A Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) Intermediate Certificate plus (4) years of experience as a commissioned police officer with the El Paso Police Department in any rank below Police Sergeant; or the equivalent to a combination of an accredited Associate's degree or sixty (60) semester credit hours toward an accredited Bachelor's degree in Police Sciences, Law Enforcement, Criminal Justice, Business or Public Administration or related field, plus four (4) years of experience as a commissioned police officer with the El Paso Police Department in any rank below Police Sergeant.

Proposed Education and Experience: An accredited Associate's degree or sixty (60) semester credit hours toward an accredited Bachelor's degree in Police Sciences, Law Enforcement, Criminal Justice, Business or Public Administration or related field, plus four (4) years of experience as a commissioned police officer with the El Paso Police Department in any rank below Police Sergeant.

This recommendation is being made pursuant to:

Ordinance 8064, Section 2. Classification Plan:

E) Additions, deletions and revisions of classification specifications that do not affect the arrangement or rearrangement of a position or office into a class, subdivision or grade shall be made upon the authorization of the City Manager or his designee. Additions, deletions or revisions that affect the arrangement or rearrangement of a position or office into a class, subdivision or grade, shall be made upon the recommendation of the City Manager or the Human Resources Director by amendments made through resolution, upon approval of the Civil Service Commission and City Council. (Passed 04/06/04, Amended 03/15/05 and 02/24/09)

Attachment (Job Specification)

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City Council

District 1
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Carl L. Robinson

District 5
Rachel Quintana

District 6
Esteban Bolguin Jr.

District 7
Steve Ortega

District 8
Bartolomeo

City Manager
Andrea Wilson

leads and tips, documentation of crime or event scenes, preservation of evidence, booking and searching of prisoners brought to station, and preparation of cases for court. Give testimony at trials and hearings. Interpret department policies, rules and regulations to employees and the public. Advise and assist police personnel in other units and other law enforcement agencies to collaborate in investigations, emergencies and other unit functions as well as confer with the public, court and City officials regarding performance of assigned police activities. Conduct periodic unit inspections and recommend improvements to ensure acceptability of facility conditions, adequacy of equipment operations, and availability of weapons and supplies.

Perform, as qualified, technically difficult or uncommon uniformed Police Officer or Police Detective functions necessitating adroit application of established procedures and approved techniques to solve intricate tactical problems and criminal cases, or serve in such a position as back up when required. Involves: Engage in assigned municipal law and ordinance enforcement and crime prevention duties which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents. Provide technical police services such as conducting skilled investigations, first level identification analyses or community relations programs.

Supervise assigned police officers and civilian support staff. Involves: Conduct roll calls, schedule work, assign duties and coordinate shift changes. Issue written and oral instructions, and check work for exactness, neatness and conformance to policies and procedures. Guide subordinates to overcome difficulties encountered in performing duties. Evaluate subordinates' performance. Coach and arrange for or conduct training and development activities. Enforce personnel rules and regulations, standards of conduct, work attendance, appearance and safe working practices. Maintain supervisor-subordinate harmony and resolve disputes or grievances as delegated. Recommend commendations or discipline, and employee status changes. Interview applicants and recommend selection.

Perform related duties as required. Involves: Act on behalf of superior officers in their absence, if assigned. Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Schedule and conduct meetings. Assist with administration by gathering and compiling data used to evaluate and develop department programs, policies and procedures, and to prepare and monitor department budget affecting unit for which accountable, as requested. Prepare and submit daily unit activity and other written reports to superior officers, and maintain complete and accurate records of events that occur during shifts. Maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventive servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for own professional development. Serve on designated ad hoc committees.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Application of considerable knowledge of modern law enforcement and crime prevention principles and methods.
- Application of considerable knowledge of pertinent federal, state and local laws, city ordinances and codes, including rules for securing, handling and preserving evidence, and legally accepted practices for making arrests and protecting prisoners' rights.
- Application of considerable knowledge of Police Department operational and administrative policies, procedures and organization, and limits of its authority.
- Application of good knowledge of community policing, including public relations techniques and awareness of cultural differences.

- Application of good knowledge of City geography and locations of important buildings.
- Application of some knowledge of supervisory techniques; office management practices, and governmental budgeting, fiscal and personnel administration procedures.
- Establish rapport and maintain effective working relationships with subordinates, peers, supervisors, officials, other departments and agencies, and the public in order to enforce the law and prevent crime with firmness, tact and impartiality when confronted by hostile, injured and distraught individuals and groups.
- Communicate persuasively and effectively, orally and in writing, in order to clearly and concisely articulate complex facts and relationships in legible detail and summary reports and records, objective and professional court testimony, in following and giving instructions, and in conducting training.
- Comprehend and analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions in applying modern police principles and methods.
- Plan, assign, direct and inspect work of subordinates firmly and impartially.
- Skillfully use and care in safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices, and other City facilities and property, as required.
- Skillfully use and care in safe operation and care of a motor vehicle.
- Skillfully use and care in safe operation and care of a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software.
- Skillfully use and care in rendering First Aid to injured or ill persons as first responder to accidents, crime scenes and other emergencies.

OTHER JOB CHARACTERISTICS:

- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Subject to being called at any time for emergency duties.
- Occasional vigorous physical demands common to duties of a Police Officer.

CLASSIFICATION STATUS:

(Approved 12/2005), (HR 09/03/09)

As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned

and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.