

POLICE PERSONNEL SERVICES SPECIALISTDEFINITION

Under general supervision, performs a wide variety of responsible and specialized personnel clerical work involving contact with employees and department managers; preparation and processing of personnel transactions and records, including material of a personal and confidential nature. Performs other related duties as required.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Prepares, processes, records and ensures confidentiality and security of personnel data, in-house examination materials and candidate scores, performance evaluation reports, adverse action/disciplinary documentations and other personnel transactions. Interprets and explains city and departmental regulations, policies and procedures pertaining to the recruitment, promotions, special assignments, industrial injuries and other personnel matters. Explains employee benefits to new department employees and keeps them informed of all changes. Researches and compiles data from existing records for Police Legal Advisor. Reviews police career incentive requests for accuracy and completeness. Coordinates department's high school and youth-on-the-job training programs. Verifies current and former employment of prospective employees. Prepares routine correspondence for supervisor's signature. Reviews performance evaluations for accuracy and required elements. Communicates with supervisors and employees on proper personnel procedures. Ensures personnel files are properly maintained, purged and updated according to policy and law. Maintains and updates medical files for all employees. Produces monthly personnel deployment reports. Serves as a liaison with outside agency representatives to answer questions and surveys. May supervise part-time employees assigned to Police Personnel section. Performs a variety of other general and specialized personnel clerical work as assigned.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this specialized, single-position class provides an important liaison with City Personnel Department, Risk Management Office, Finance Department and other police divisions. The work of this position requires attention to detail, accuracy, consistency, high level of accountability, sensitivity, and mature judgment in the application of specialized knowledge gained through considerable on-the-job training and experience.

MINIMUM BASIC QUALIFICATIONS

Education and experience equivalent to graduation from high school, including or supplemented by coursework in typing, office practices, business English or arithmetic; and one year of responsible clerical experience and two years of experience in a personnel office; or any

combination of training and experience which provides the desirable knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Business English, punctuation, spelling and arithmetic; modern office practices, procedures, equipment, and standard clerical techniques; basic functions and activities of a centralized personnel office.

Ability to: Type at a corrected rate of no less than 40 words per minute from clear copy; type rapidly and accurately from machine transcriptions; operate word processing equipment and other modern office equipment; perform assignments with minimum supervision; learn, interpret, explain and apply with consistency, regulations, policies and procedures; maintain security and confidentiality of data, information and materials; use correct grammar, and spelling; make accurate and rapid computations and comparisons; establish and maintain effective public relations, including handling sensitive situations with tact and discretion; maintain moderately complex records; prepare accurate reports from records and other source data.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a well-organized, efficient and confidential employee who is able to comprehend and remember a large volume of detailed information relative to Police Department policies and procedures. He or she is able to organize a heavy workload and meet deadlines for time-sensitive projects.

Class title change from Police Personnel Services Clerk per Council Resolution No. 88-38, effective 7-1-88

Prepared and approved through 1986-87
Clerical Study Process

Title changed per 1987-89 SACEA MOU, effective 1-1-88

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