

## CITY OF GLENDALE

<b>TITLE:</b>	<b>Police Hiring Coordinator</b>	<b>CLASS CODE:</b>	<b>625</b>
<b>REPORTS TO:</b>	<b>Varies</b>	<b>GRADE:</b>	<b>20</b>
<b>DEPARTMENT:</b>	<b>Police Department</b>	<b>FLSA:</b>	<b>N</b>
<b>JOB SPECIFICATION DATE: August 27, 2007 ab</b>			

### JOB SUMMARY

Provides administrative and technical support in the Personnel Management Bureau of the Police Department in the areas of testing, background investigations and hiring.

### ESSENTIAL FUNCTIONS

1. Assists in all aspects of hiring process for Police Department such as entering applicant information in computerized tracking program; coordination of testing processes, oral board interviews, and background interviews; scheduling and coordination of fingerprints and polygraph testing; answering testing and background questions by telephone, e-mail, and in person; and notifying applicants who are disqualified or are missing information.
2. Maintains database of position management changes and tracks authorized staffing, strengths and lateral movements within the department.
3. Prepares memos of interest announcements and schedules and coordinates selection process for internal assignments.
4. Provides information and assistance to staff from the Human Resources Department as well as Police Department employees, applicants and representatives from other agencies on personnel management programs and functions.
5. Ensures adherence to General Orders and Human Resources Policies and Procedures.
6. Prepares correspondence to employees, applicants, and other outside agencies on business issues.
7. Researches contracts, regulations, laws and policies to insure compliance of background check process.
8. May assist in screening applications for Police Department and Arizona Peace Officer Standards, training standards, classification specifications, and Human Resources Policies and Procedures.  
Researches employment and personnel practices, laws and trends; analyzes their application to the city; and prepares written recommendations for Police Personnel Management staff.
9. May assist in conducting research for investigations on EEO violations, grievances and appeals.
10. Participates in the accomplishment of organizational, departmental and workgroup goals and objectives.
11. Exhibits a service orientation toward customers and maintains productive working relationships.

### SECONDARY FUNCTIONS

12. Performs other related duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES

#### **Knowledge of:**

Principles and practices of human resources management and administration  
Research and data analysis methods and techniques  
Interviewing techniques  
Pertinent Federal, State and local laws, codes and regulations

**Skill in:**

Applying human resources management principals to specific problems and issues

**Ability to:**

Administer and evaluate selection processes

Compile, analyze, and accurately report information and data

Respond to, and assist employees and the general public with Police Personnel Management-related requests and inquiries

Communicate effectively verbally and in writing

Establish and maintain cooperative working relationships with employees and the general public

Effectively manage multiple and changing priorities

**WORKING CONDITIONS**

Office setting.

**MINIMUM REQUIREMENTS**

Associate's degree in human resources or a related field and two years experience in administrative support and/or customer service, preferably in a human resources or public safety environment.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities, is qualifying.

**SPECIAL REQUIREMENTS**

Valid Arizona driver's license

Possession of, or ability to obtain, certification as a Notary Public