

# CITY OF HUNTINGTON PARK

## CLASS SPECIFICATION

### POLICE RECORDS SUPERVISOR

Civil Service Status: Exempt	Bargaining Unit: Non-Represented Employees
Probationary Period: At-Will	Approved by Civil Service Commission: 3-2-2022
Classification Series: Police	Approved by City Council: 3-15-2022
FLSA Status: Exempt	Resolution No.: 2022-08

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

#### **DEFINITION**

Under the direction of police management, this non-peace officer, administrative position is assigned as a full-time civilian employee in the Police Department, which provides highly responsible supervision to subordinate personnel and enhances the work of the Chief of Police; plans and coordinates all aspects associated with police records; performs a variety of clerical and administrative duties; ensures effective workflow and workload balance; ensures accurate data collection and data entry; performs complex research and works on comprehensive or sensitive projects; interacts with local, county, state, and federal agencies to ensure inter-agency cooperation and compliance with reporting mandates; ensures courteous and professional service to members of the community; may be assigned to work night shift, weekends, holidays, or other unusual hours/days; and, performs other related work as assigned.

#### **EXAMPLE OF DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Supervises work and performance of employees and ensures proper training and compliance with policies and procedures;
- Directs shift activities, ensuring employees utilize work time in an effective and productive manner and that employees have a balanced workload and level of responsibility;
- Plans and organizes the work of employees and ensures effective and timely workflow in order to meet timelines and mandates;
- Reviews the work of employees, constantly evaluates performance and quality of employees' work product, and prepares formal employee performance evaluations;
- Coordinates all requests related to the Public Records Act or other records requests;
- Stays apprised of changing laws and procedures associated with records retention, constantly evaluates the needs of the Police Records Division, and implements necessary adjustments;
- Organizes and implements traditional and automated filing systems and constantly explores methods and technology to improve records processing and retention;
- Prepares letters, memorandums, reports, forms, or other staff work in a comprehensive and professional manner;
- Utilizes a variety of computer software and word processing systems to process records material, input data, and prepares charts, graphs and tables;
- Performs audits to ensure accurate work by employees and affirmatively addresses work performance deficiencies;
- Conducts research necessary to make informed recommendations for improvements of records keeping systems or procedures;
- Ensures productive work and interaction with other departments and outside entities;
- Performs a variety of other miscellaneous or administrative duties; and
- Performs other related duties as assigned or as situation requires.

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**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Police records keeping procedures, methods, and associated computer equipment;
- Principles and application of computer records keeping software systems;
- Proper English grammar and general police reports methods and format;
- Office procedures and records keeping organizational concepts; and
- Excellent customer service practices.

**Skills:**

- Strong leadership disposition and organizational skills;
- Strong computer, typing, and use of software system skills; and
- Strong mentoring, teaching, and training skills.

**Ability to:**

- Represent the City and Police Department in a professional manner;
- Work in a para-military environment and follow chain-of-command;
- Work with minimum management oversight and take initiative to address operational needs;
- Accept corrective criticism or administrative action and learn from mistakes;
- Act in a decisive manner, while applying department policy, good judgment, and common sense;
- Maintain a comfortable working environment and resolve interpersonal conflicts;
- Work in a team environment and develop productive working relationships;
- Supervise, lead by example, coach, mentor, instruct, train, and motivate employees;
- Multi-task and communicate effectively orally and in writing;
- Compose comprehensive reports and produce completed staff work;
- Learn and understand MOU's and administrative policies related to records supervision;
- Apply policies, procedures, instructions, police nomenclature, State laws, and City codes;
- Deal with difficult members of the public and resolve their concerns, when possible;
- Sit for extended periods of time and perform various stationary duties as reasonably required;
- Work various shifts, weekends, holidays and unplanned emergency situations; and
- Adjust to changing situations in positive manner.

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

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**Education/Training:**

- Graduation from high school or attainment of General Education Degree (GED) or California High School Proficiency Examination (CHSPE).

**Experience:**

- Four (4) years' experience in a field related to records keeping;
- Two (2) years' experience in a responsible supervisor level position; and
- Prior experience as a police records clerk or police records supervisor is highly desirable.

**License or Certificate:**

- California Class C Driver's License is required; and
- Any certificate related to the duties associated with this position is desired.

**Special Requirements:**

- Must successfully pass a Police Department background check;
- Must meet all medical and physical requirements; and
- Must wear a uniform as required.

**Bilingual Pay**

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.