

City of Fort Worth, Texas Job Description

Classification Title	Police Employment Services Manager		
Job Code:	MG1491	Job Family:	Management
Pay Grade	612	Date Reviewed:	06/18/15
FLSA Status	Exempt	Date Revised:	2/28/2020

GENERAL SUMMARY

Directs, manages, oversees, and supervises employment services and human resources related functions of the Police Department, including staffing and personnel management, workers compensation, recruiting, etc.; provides complex administrative support to the Assistant Police Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Serves as liaison within the department, other departments, the City and outside agencies for matters relating to various and legal issues, including worker's compensation claims, unemployment claims, staffing and recruiting, employee relations/discipline, investigative issues, leave extension requests and employment options referrals.
3. Provides advice, interpretation and counsel to administrators, supervisors and employees regarding applicable human resource rules, regulations, policies and procedures. Meets with administrators, supervisors and employees to assess human resource needs; plans, develops and implements strategies to promote effective customer relations and to resolve problems.
4. Drafts, reviews and publishes a variety of written manuals; identifies policy weaknesses; works with Legal Department and Assistant Police Director to correct and implement new policies and procedures.
5. Reviews and submits approval documentation related to personnel hiring, moves and separations; ensures personnel folders are in compliance with state and federal laws; and ensures adherence to records retention policies.

6. Coordinates the department's diversity/demographic reporting; serves as the liaison with regulatory agencies on EEO, diversity and ADA compliance issues; takes receipt of grievances and notifies the Chief of Police of compliance or noncompliance of General Orders procedures and of the findings/recommendations of each level of review.
7. Provides training for sworn and civilian employees on a variety of human resources related topics; and serves as subject matter expert resource for other training topics.
8. Compiles, analyzes and review data relevant to department functions; and makes recommendations for trends, processes improvements, efficiency or fiscal savings.
9. Serves as department representative for special projects throughout the City and acts as subject matter expert for new programs.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
12. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
 - Goals, objectives and priorities of the department and City.
 - Applicable federal, state and local laws and rules.
 - Principles and practices of supervision, training and evaluation.
 - Applicable human resource laws and Civil Service Rules.
 - Internal processes and procedures regarding staffing and hiring.
 - Methods and techniques of providing training services in assigned program area.
 - Methods and techniques of report writing and record keeping.
 - Modern office equipment including computers and supporting word processing and spreadsheet applications.
 - Principles and practices of human resources, equal employment opportunity, family medical leave act, etc.
- Skill in:
 - Organization and time management.
 - Leadership and facilitation.
 - Delivering presentations.
 - Computers and applicable software.
- Ability to:
 - Communicate clearly and effectively, both orally and in writing.
 - Provide mentoring and coaching to staff.
 - Coordinate and direct a variety of projects/programs.
 - Recommend and implement goals and objectives for providing services in assigned program area.

- Interpret and explain City and Departmental policies and procedures.
- Prepare and administer assigned program budgets.
- Prepare clear and concise administrative reports.
- Maintain records and files in assigned program area.
- Allocate limited resources in a cost effective manner.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in public administration, human resource management, sociology, business administration or a related field and five years of increasingly responsible experience in human resources, equal employment opportunity, or a related field.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.