

CLASS SPECIFICATION
Senior Police Program Specialist

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, performs specialized research, analyses, planning, designing and implementing of Police Bureau activities, programs and operations; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents perform program and operations planning and support duties requiring considerable law enforcement knowledge and experience. Typically, incumbents are assigned to provide administrative support and assistance to a senior bureau manager. Duties and assignments are carried out with considerable independence within the framework of established policies, procedures and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Serves as project manager on a variety of special studies involving Police Bureau programs and operations; leads and participates in the research and analyses of programs and activities for the bureau's major branches, including traffic, patrol, operations, services, and investigations; develops recommendations for new bureau programs, policies, procedures and systems; advises and counsels Police Bureau managers on major programs, policies, procedures and systems; writes new or revised programs, policies and procedures.
2. Monitors, analyzes and reviews proposed or new federal, state and local legislation affecting Police Bureau operations; assesses impact of proposed legislation on bureau operations and prepares and recommends written responses to proposed legislation; represents or coordinates bureau representation with elected officials regarding proposed legislation; ensures affected bureau managers are kept apprised of pending bills throughout the legislative process.
3. Participates in the preparation of reports, ordinances and resolutions for the City Council.
4. Participates in the preparation and negotiation of contracts for equipment and services.
5. Represents bureau managers on various committees and task forces, with other bureaus, law enforcement agencies and community groups.
6. Serves as staff assistant to an assigned bureau manager, relieving that manager of non-operational administrative tasks.
7. Participates in the development and design of capital improvement programs in support of bureau operations and systems.

8. Interprets and explains bureau policies and procedures to City officials, other bureaus, public agencies and the public.
9. Oversees and coordinates the production of materials describing bureau operations, programs and systems.
10. Maintains program data and evaluates program effectiveness; monitors conformance with program budget and other City/grantor requirements; gathers and tracks data on associated City costs for program activities; develops narrative and statistical program performance reports and recommendations.
11. Serves as a technical resource for program information; may supervise or lead other staff assigned to the program; provides training and technical assistance to bureau staff; provides interpretations of program policies and associated regulations; represents the bureau in meetings with outside agencies regarding program issues.
12. Researches available technologies applicable to program responsibilities; establishes or recommends evaluation criteria and methodologies; plans and conducts pilot tests and documents results; recommends new and enhanced technologies to achieve program goals.
13. Evaluates and organizes complex work procedures and processes.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of police administration and community policing..
2. Principles and practices of public administration.
3. Research methods and analysis techniques applicable to a municipal law enforcement agency.
4. Effective community and public relations methods and practices.
5. Principles and practices of Police Records Management Processes.

Ability to:

1. Analyze and make sound recommendations on complex management and police operational issues, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Understand, interpret, explain and apply relevant city, state and federal laws, ordinances and regulations.
3. Present information, proposals and recommendations clearly and persuasively.
4. Represent the bureau effectively in negotiations.

5. Establish and maintain effective relationships with elected officials, City executives and managers, officials of other governmental agencies, community and business organizations, the media and the public.
6. Prepare clear, concise and comprehensive reports, studies and other written materials.
7. Exercise sound expert independent judgments within general policy guidelines.
8. Exercise tact and diplomacy in dealing with sensitive, complex and often confidential issues and situations.
9. Coordinate program activities with multiple stakeholders and facilitate development of agreement and consensus.
10. Apply sound, creative problem solving techniques to resolve difficult program issues and problems.
11. Understand, interpret, and respond to internal and external customer needs and expectations.
12. Ensure the maintenance of all required files, records, and documentation.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in police science, law enforcement, criminal justice, public administration or a closely related field; and at least four years of progressively responsible law enforcement management experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license. Some positions in the classification may require LEDS certification.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised: 09-05-07

June 2009 - Change Job Class number from 7911 to 30000774, due to system change.