



## Town of Oro Valley Classification Description

Title: **POLICE WORKFORCE SPECIALIST**

Department: Police

Job Code: 2865

Salary Grade: 107

FLSA Status: Non-Exempt

### **POSITION SUMMARY:**

Provides administrative and/or investigative support in direct support of law enforcement operations. Provides peer support for Police Department employees through guidance, assistance, support and referral concerning personal, professional, and emotional wellness. Assists in the pursuit of job satisfaction, employee engagement, and professional development for employees of the Police Department.

### **ESSENTIAL JOB FUNCTIONS:**

- Performs employment background screening or relevant investigative work.
- Develops and analyzes information from formal interviews, as well as information derived and developed from law enforcement systems, public domain data bases, social media websites, etc.
- Researches criminal justice information and collects pertinent documents, analyzes evidence, and writes reports for review/action.
- Prepares final background investigation package for presentation to supervision and management by organizing all investigative material in accordance with established procedures.
- Prepares detailed summary of adverse information based upon objective analysis and evaluation of candidate's background, and interviewee statements, as measured against requirement standards as set forth by AZPOST.
- Provides peer support through actively listening and assistance, maintaining the strictest confidence.
- Makes appropriate referrals when issues exceed parameters of peer support.
- Prepares lesson plans for defensive tactics advanced officer training.
- Provides instruction during defensive tactics advanced officer training.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable Department, Town, state and Federal statutes, rules, ordinances, codes, regulations governing municipal law enforcement and human resources practices.
- Knowledge of Town and Department policies and procedures.
- Knowledge of law enforcement related terminology, acronyms, codes and abbreviations typically appearing in verbal and written communications.

- Knowledge in contemporary force application, crisis communication, and de-escalation techniques.
- Skill in providing verbal and practical application training.
- Skill in compiling and maintaining complex and extensive records.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in assessing, supporting, and training, employees personal and professional wellness.
- Skill in verbal and written communication. Ability to prepare written documents that are complete and accurate.
- Skill in establishing and maintaining effective working relationships.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED.
- At least 3 years performing employment background screening or relevant investigative work which includes developing evidence via formal interviews, utilization of information contained in restrictive or sensitive data bases, collection of pertinent documents, analyzing evidence, and writing reports and/or experience in training and personnel management.
- Successfully complete background investigation.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in an indoor environment.