

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone: UNK

2. Class Title (i.e. payroll title):

UNK

3. Working Title (if any):

Police Human Resources Coordinator

4. Name & Class of First-Line Supervisor:

Captain of Training, (Capt. Jennifer Krueger Favour)

Work Phone: 608.266.6234

5. Department, Division & Section:

Police, Support Services, Training

6. Work Address:

5702 Femrite Dr. Madison

7. Hours/Week: 38.75

Start time: 07:30      End time: 16:30

8. Date of hire in this position:

Mid-year 2019

9. From approximately what date has employee performed the work currently assigned:

NA

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10. Position Summary:

This position is an advanced managerial, professional level position that oversees the human resource functions for the department. This position is the main liaison to the City Human Resources Department, and has supervisory level oversight of both commissioned and non-commissioned staff. This position provides basic consultation to police managers, supervisors, and/or employees on human resource policies, procedures and practices. The work of this position is characterized by an advanced degree of knowledge, judgement, and initiative in developing and implementing strategic human resource related efforts and initiatives of the Chief of Police under the direction of a Police Captain or Police Manager, in accordance with departmental policies, city ordinances, and state/federal laws. The position also provides information and guidance to police employees regarding City of Madison benefits and leave policies. This position represents the Chief while serving on appropriate committees relating to workers compensation, benefits administration and racial equity initiatives. The position administers leave programs (e.g., Family and Medical Leave, AWOP, Disability Leave/Layoff, and extended sick or duty injury leave) for the department, and performs related and other recordkeeping functions. This position participates in the training and leadership of technical and support staff related to program administration, which includes the development, implementation and maintenance of comprehensive

administrative systems relative to employee/employment records under the direction of commissioned staff. The work includes the ability to respond to formal and informal requests for employee/employment records and information. The position must be able to perform other complex Human Resources services, support and consultation as directed. This position leads to RESJI initiatives and is the Chief's liaison for these initiatives in the department. The position is lead on planning and conducting rank specific police assessment centers for promotion. This includes evaluation of ranking options and assisting with the determination of exam weights. The position must also address special exam accommodations as needed. This includes work in collaboration with commissioned subject matter experts to develop relevant content. This position needs to evaluate sensitive employment issues (e.g., relative to criminal background, drug and medical reports, etc.) and recommend action. The position has responsibility to develop related systems and processes consistent with organizational needs and governing legislation. The position will need to assist in the preparation of materials requested by legal counsel as it relates to various processes, and testify under oath at arbitrations, hearings and other court proceedings. This position, under the general supervision of a Police Captain or Police Manager, exercises considerable independence, judgement, and leadership in meeting departmental objectives.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 50 % A. Manage Human Resources Related Processes Related to Restricted Duty (Worker's Comp and Non-Duty Employee Injuries); FMLA, FLSA, and Military Leave.
  - 1. Assure compliance with Departmental SOP, City APM's, and applicable laws.
  - 2. Report to the chain of command and Chief of Police as required.
  - 3. Serve as the department liaison, and meet with City's Risk Manager and WMMIC Representative.
  - 4. Update ACADIS when officers will have long-term absences from duty.
  - 5. Identify and share long-term staffing impacts.
  - 6. Review and recommend changes to SOPs related to these processes
  
- 20% B. Personnel Management
  - 1. Exercise functional supervision over all subordinates
  - 2. Ensure compliance with department policies and procedures, city ordinances, city APMs, and state/federal laws
  - 3. Conduct audits of processes
  - 4. Supervise training and development of subordinates
  - 5. Maintain communications with other units within MPD
  - 6. Plan, organize, coordinate, supervise, and evaluate the programs, functions, services, and staff within their assigned section
  - 7. Train, supervise, and evaluate staff and maintain effective employee relations
  - 8. Lead and resolve issues within project teams
  - 9. Coordinate schedules and work hours, utilizing the existing time management system
  - 10. Provide feedback to employees
  - 11. Develop approaches to improve employee performance when necessary
  - 12. Ensure compliance with labor contracts
  - 13. Work to remove barriers to equity
  - 14. Conduct new non-commissioned employee orientations.
  - 15. Lead the MPD awards selection committee.
  
- 10% C. Commissioned Promotional Process
  - 1. Assure compliance with the MPPOA MOU that governs this process.
  - 2. Provide Promotional Orientations to candidates.
  - 3. Collaborate with commissioned staff to develop assessment center testing criteria.
  - 3. Manage the Assessment Center process.
  - 4. Oversee the Candidate Feedback Surveys.
  - 5. Identify opportunities for process improvements and work to remove barriers to equity.
  
- 10% D. RESJI/Civil Rights Coordinator/Equitable Workforce Plan
  - 1. Participate on the City's Core Team
  - 2. Act as a resource in removing barriers in hiring/Departmental processes.
  - 3. Monitor applications of the Equitable Hiring and Equity Tools.

4. Facilitate meetings of the Department's Equity Team.
5. Identify opportunities for process improvements and work to remove barriers to equity.

5% F. Records Management

1. Maintain the Department's Personnel Files per departmental SOP.
2. Apply WI Open Records Laws as they relate to personnel records.
3. Assure compliance with the City's Records Retention Schedule

5% G. Miscellaneous

1. Serve on various committees as assigned.
2. Act as liaison to other City agencies and governmental entities as assigned
3. Issue and maintain department keycard system.
3. Other duties as assigned

12. Primary knowledge, skills and abilities required:

Working knowledge of planning, program administration, and evaluation principles, techniques, and methods applicable human resource functions related to FMLA, FSLA, workers compensation, military leave, and other functions as assigned. Working knowledge of basic recordkeeping procedures and practices. Ability to read, interpret, apply, and explain laws, policies, and procedures. Ability to plan, organize, and schedule activities in an effective, yet flexible and variable manner. Ability to coordinate and oversee the activities of staff. Ability to manage multiple projects and tasks simultaneously and to give considerable attention to details. Ability to prepare effective written and oral presentations. Ability to maintain necessary records and prepare complete, accurate, and concise reports. Ability to work independently and make sound decisions with relatively little supervision. Ability to maintain adequate attendance. Working knowledge of and ability to use computer software applicable to the duties of the position, including word processing, spreadsheet, and database management. Knowledge of data processing input procedures. Ability to learn new data and information system processes. Ability to organize and oversee clerical work activities. Ability to interpret and make decisions in accordance with ordinances, regulations, departmental protocol and established working procedures. Ability to maintain office records and files in accordance with departmental and unit standards. Ability to work in a fast-paced environment with frequent interruptions. Ability to maintain flexibility with regard to a variety of assignments and contribute to overall functionality and productivity of the unit. Ability to independently perform a delegated office function or assume an area of administrative responsibility. Ability to make relevant mathematical computations and calculations to complete reports. Ability to establish and maintain effective working relationships. Ability to regularly interact with all staff and respond to inquiries in a tactful, courteous and professional manner, modeling positive communication skills. Ability to work effectively with multicultural populations. Ability to deal effectively and communicate with persons of various ages and socioeconomic and ethnic backgrounds. Ability to communicate effectively both orally and in writing. Ability to adjust work hours (evenings and weekends) to meet with employees during their work hours on various shifts.

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13. Special tools and equipment required:

Use a computer work station and learn needed network and departmental software.

14. Required licenses and/or registration:

Valid driver's license.

15. Physical requirements:

Employees will be expected to spend a majority of time sitting while operating a desktop computer and telephone. Employees will be expected to provide excellent customer service for internal staff. Employees may be required to travel to various locations in the city.

16. Supervision received (level and type):

This position would report a Captain or a Police Manager.

17. Leadership Responsibilities:

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.  
 I have been provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).  
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).  
 Other comments (see attached).

Captain Jennifer L Krueger Favour  
\_\_\_\_\_  
SUPERVISOR

2/22/2019  
\_\_\_\_\_  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.