

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Debbie Slawek
Work Phone: 266-4190
 2. Class Title (i.e. payroll title):
Administrative Clerk
 3. Working Title (if any):
 4. Name & Class of First-Line Supervisor:
Sue Williams, Captain of Police
Work Phone: 266-6234
 5. Department, Division & Section:
Personnel and Training Team
 6. Work Address:
211 S. Carroll St.
 7. Hours/Week: 38.75
Start time: 7:00am End time: 3:15pm
 8. Date of hire in this position:
1-1-1995
 9. From approximately what date has employee performed the work currently assigned:
2000
-

10. Position Summary:

Responsible for the creation and administration of police officer hiring process. Creation and responsibility for maintaining and updating various databases for the Personnel and Training Team that include both commissioned and civilian employees (542 employees). Maintenance of all related records and provides various clerical and administrative support.

It should be noted that during heavy recruitment/hiring periods, most of these functions become a full-time job and other aspects of the job must be set aside until they can be worked on.

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

60% A. Hiring Process (800+ applicants per process)

- Establish hiring timeline
- Schedule all testing facilities (written, physical agility, oral board interviews)
- Order and prepare all applications (applications & inserts)
- Order and prepare all recruiting supplies (application packets, brochures, flyers, pens)
- Review and organize all applications (folders, labels, filing)
- Prepare statistical breakdown for the Police and Fire Commission of hiring process (for each step of our process)
 - Are minimum qualifications met
 - Completeness
 - Any ADA needs or veterans preference points awarded
- Enter each applicant into access database
- Schedule testing dates for each applicant
- Run each applicant in the Time System for DOT record and any criminal history
- Order and prepare mailings to applicant for written and physical agility test
- Coordinate physical agility test
 - Schedule officers to assist at test
 - Prep testing supplies
 - Register applicants at test
- Score written test exams and mail out results to applicants
- Coordinate applicant file review after written and physical agility test with the Internal Admissions Committee
 - Establish their reading timeline
- Notify candidate who will continue in the process to an oral board interview and those who will not
 - Prepare mailings
- Order supplies for oral board interviews
- Schedule oral board interviews
- Process applicants on day of interview
 - Give instructions
 - Take photograph
 - Collect paperwork
 - Answer questions
- Process interview scores
 - Verify those who qualify for veterans preference points
 - Create photo board for those with qualifying scores
- Prep and mail letters to those who are successful and those who are not
- Assist with establishing a list of available backgrounders and the coordination of their schedules
- Make background assignments
- Prepare letters for those continuing on after backgrounds and for those who are not
- Prepare and coordinate schedules for Chief's interview, field training officer ride-alongs and personality assessments.
 - Make appointments for applicants
 - Send confirmation letters
 - Prepare files for personality assessments
- Prepare and send letters to those receiving tentative job offers and for those who are not
- Coordinate occupational health exams for those receiving job offers and schedule those with candidates
- Process occupational health exam clearance forms
 - Notify candidate via phone and confirm with letter
- Coordinate academy uniform fitting and necessary forms for new officers
- Coordinate fingerprinting of new officers
- Field phone questions and emails from interested candidates

15% B. Recruiting

1. Coordinate recruiting budget
2. Establish timeline for advertising, dot.com ads, newspaper ads, magazine ads
3. Contact all newspapers and establish all ad copy
4. Answer recruiting questions, via phone and email
5. Assist with the coordination of off-site testing locations
6. Mail application packets
7. Make travel arrangement for recruiter (hotels, maps)
8. Follow-up on various miscellaneous requests from Sergeant of Personnel and Training

15% C. In-Service Training and On-Duty Shoot

1. Create in-service training schedule (1 day Spring, 2 days in the Fall, 2 on-duty shoots annually for each officer) (438 sworn officers)
2. Coordinate scheduling for in-service and on-duty Shoots
3. Verify that all 438 officers are scheduled to attend each, send reminder notices to officers for each in-service training session
4. Make telestaff payroll entries for each in-service training day for each officer
5. Enter attendance into specialized training database for each officer for each day of in-service training. All officers are required to attend 24 hours of annual training to be State certified and it is essential that this information be accurate and kept up-to-date.
6. Enter attendance and scores for each officer who completes on-duty shoot
7. Maintain database of all department weapons (updated annually), data used to determine the amount of ammunition needed for the budget.
8. Maintain a database of all in-service topics.
9. Record evaluation comments from each in-service training session

10% D. Pre-Service Academy

1. Type academy curriculum, type weekly evaluations and consolidate feedback from academy participants
2. Type Academy quizzes
3. Develop and maintain excel spreadsheet of academy scores
4. Assist with copying
5. Assist with the coordination of ordering Academy uniforms
6. Maintain ADORE (field training) program, adding new field training officers to program and new recruits, along with troubleshooting program errors
7. Type field training schedules
8. Respond to scheduling concerns as dictated by Lieutenant of Pre-Service Academy

?% E. Other Duties

1. Specialized Training – maintain a database for each officer and civilian member of the department. Make entries for each specialized training session an officer attends into access database. File all records/certificates of specialized training. From this information, prepare various reports as needed. It is also used when an officer need to prove what kind of specialized training or expertise he/she has for court purposes.
2. Telestaff - check entries for training staff and safety education staff weekly
3. Department Credit Card – maintain ledger of purchases and reconcile account monthly
4. Create annual rotation calendars for the department

5. Maintain various records - resumes for department personnel writing for promotion, maintain copies of department legal updates, maintain log of department personnel microfilm records, maintain record of department video library, maintain record of department book library, maintain department personnel background files, training team calendar, maintain department PBT calibration records, maintain database of central district locker assignments
6. Create personnel files for new officers; create medical files for new officers; create training files for new officers; create certificates for safety education officers; create certificates for specialized training
7. Type Citizen Police Academy Evaluations
8. Handle requests from other law enforcement agencies for our hiring process records
9. Create evaluations and compile comments from the Promotional Process

12. Primary knowledge, skills and abilities required:

Considerable knowledge of general office administrative methods, practices and equipment; knowledge of related City policies and procedures; ability to develop financial reports; ability to assemble and evaluate information and prepare reports; ability to independently implement a comprehensive administrative program or function; ability to operate office equipment; ability to assist in the resolution of operational problems. Ability to exercise judgment and discretion, and to establish effective public and working relationships both orally and in writing; ability to develop and maintain effective recordkeeping systems; the ability to type; ability to perform mathematical computations. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Computer, printer, telephone, fax, copier, calculator.

14. Required licenses and/or registration:

Certification to run sensitive data requirements.

15. Physical requirements:

None.

16. Supervision received (level and type):


Supervision by Captain of Personnel and Training.


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:

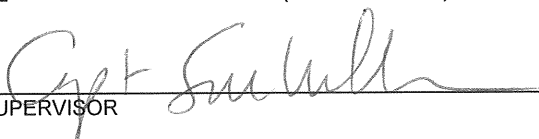
☒ I prepared this form and believe that it accurately describes my position.
☐ I have been provided with this description of my assignment by my supervisor.
☐ Other comments (see attached).


 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).



SUPERVISOR

4/29/09

DATE

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