



Title: Police Recruitment Supervisor

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

- Receives direction from Personnel/Training Lieutenant
- Supervises department recruitment, hiring, and background investigation staff

MINIMUM QUALIFICATIONS

Education and Experience:

- Associates degree in public administration, business, human resources, criminal justice, or related field and a minimum of three years recruitment experience, including at least one year of experience as a Lead Recruiter; OR an equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the job.
- Working knowledge of common word processors, web browsers, and databases used to complete daily work tasks and store data.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Previous supervisory experience.
- At least three years of experience in hiring, recruitment, in a midsize organization (200+).
- Experience working in a Police Department (200+).
- Completion of Background Investigator's School
- Knowledge and execution of AZPOST requirements and procedures.
- Knowledge and execution of CALEA requirements and procedures.
- Basic certifications and working knowledge of systems for background investigations (i.e. TOC Certification, AFIS, ACJIS, COPLINK, LInX, etc.).

JOB SUMMARY

The purpose of Police Recruitment Supervisor position is to coordinate the recruitment and hiring processes of the Peoria Police Department. This consists of performing tasks, and supervising subordinates to maintain department hiring standards and to meet department hiring/retention goals. The Police Recruitment Supervisor will gather, analyze, and interpret data to evaluate retention value at the Peoria Police Department and make recommendations. The primary goal of the Police Recruitment Supervisor is to facilitate attracting, hiring, and retaining highly qualified personnel that have diversity in approximate proportion to our community.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Coordinates department recruitment processes to include advertising, staffing personnel for recruitment events/job fairs, and maintaining relevant recruitment materials.
2	Coordinates department hiring processes to include job announcements, initial testing, background investigations, polygraph examinations, physical examinations, and psychological examinations; coordinates and communicates with city Human Resources Department throughout the hiring process.
3	Directs the activities of administrative personnel and background investigators. Sets goals, mentors, and completes annual performance evaluations for subordinate employees.
4	Provides regular reports and analysis to management regarding staffing, department goals, and CALEA compliance; researches and identifies areas of opportunity for recruiting; participates at appropriate meetings and on committees; provides recommendations to revise recruiting and hiring policies and procedures.
5	Researches, makes recommendations to management, and implements procedures for department recruitment and hiring processes to maintain best practices, comply with applicable laws, and satisfy CALEA standards
6	Develops, analyzes, and maintains a variety of databases and reports; assists with maintaining and revising personnel data for the department; monitors data for retention value of the department and recruitment needs
7	Ensures communication/Involvement with community partners and other police agencies on upcoming events such as job fairs, school events and statewide law enforcement awareness campaigns



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
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	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	X	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"					
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.					
Office	X	Outdoors	X	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	X	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	X	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee may be exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, laptop, visual monitors, printers, scanner, copy/fax machine, and related software, and telephone.

PROTECTIVE EQUIPMENT REQUIRED:

None required.