



Title: Police Training and Recruitment Supervisor

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

- Receives direction from Department Training Manager.
- Supervises department training and recruitment staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree or equivalent
- **Experience:**
 - Minimum of five years training experience at a supervisory level. Experience should include development, maintenance and delivery of training.
 - Minimum of three years journey level recruitment experience, including experience supervising recruitment activities.
 - Requires a working knowledge of specialized practices, equipment and procedures.

PREFERRED/DESIRABLE QUALIFICATION(s):

- TOC Certification, NeoGov, AFIS, ACJIS and LERMS proficiency. Completion of Background Investigator's School, AZPOST General Instructor Certification. Knowledge and execution of AZPOST requirements and procedures. Over five years experience in budget, training, hiring, and recruitment and personnel actions in a midsize organization (200+).

JOB SUMMARY

The purpose of this position is to ensure training/recruitment is provided to a department of over 300 employees. This consists of directing the daily activities of employees while analyzing, developing, coordinating and managing employee training programs and initiatives to meet organizational goals, section needs and individual objectives. Oversees and encourages the facilitation of innovative department wide learning through various mediums such as; classroom instruction, virtual training and coaching. Establishes and maintains partnerships with internal and external training clients/suppliers. Analyzes and interprets data from background information to determine hiring significance. Leads the recruitment and hiring effort and ensures that the department is fully staffed in all specialties.



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	Oversees department training programs and initiatives; coordinates and facilitates employee training and development courses; organizes certification and re-certifications through internal and external sources.
2	Researches, writes, develops and implements new training procedures for department personnel i.e. policies, standard operating procedures and training manuals.
3	Manages and provides regular reports and analysis to management regarding training, scheduling, compliance, and employee performance evaluations; researches and identifies areas of opportunity for training; presents training; provides recommendations to revise training policies and procedures.
4	Develops, analyzes, and maintains a variety of databases and reports; assists with maintaining and revising personnel data for the department, including performance evaluation maintenance, employee work information updates, and recruitment needs.
5	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



City of Peoria

HUMAN RESOURCES

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	X	Light	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.	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	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	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 maybe 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, training visual monitors, printers, scanner, copy / fax machine, and related software, telephone.

PROTECTIVE EQUIPMENT REQUIRED:

None required.