

RESOLUTION 2019- 106

A RESOLUTION ACCEPTING AND APPROVING A JOB DESCRIPTION FOR THE POSITION OF CAREER SERVICES SPECIALIST AT PAY GRADE 46, FOR THE CITY OF ROCK SPRINGS, WYOMING.

WHEREAS, the City of Rock Springs wishes to create a job description for the position of Career Services Specialist; and,

WHEREAS, the Governing body of the City of Rock Springs has said job description before it and has given it careful review and consideration.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ROCK SPRINGS, STATE OF WYOMING:

Section 1. That the revised job description for the position of Career Services Specialist at pay grade 46, attached hereto and by this specific reference made a part hereof, is hereby accepted and approved by the City of Rock Springs, Wyoming.

PASSED AND APPROVED this _____ day of July, 2019.

President of the Council

Mayor

Attest:

City Clerk

**City of Rock Springs
Job Description**

POSITION TITLE: Career Service Specialist

DEPARTMENT: Police

SUPERVISOR: Administrative Sergeant

PAY GRADE: 46

GENERAL:

The employee will support the City of Rock Springs mission *"To provide all individuals, through the combined efforts of city government and the people it serves, an effective, efficient and productive form of government, while promoting an enhanced quality of life, open communications and economic growth"*.

The employee will demonstrate the ability to manage time, maintain a safe and clean environment; practice confidentiality; treat all persons with respect and professional courtesy; accept change; accept and provide constructive feedback; and work as a team player. The employee must also demonstrate the competencies for their position, and adhere to policies and procedures of their department and the City of Rock Springs.

JOB SUMMARY:

Under direction, employee will be involved in the recruitment of police applicants for the Rock Springs Police Department and completing background investigations of any police applicant that has made it to the background phase of the hiring process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs a variety of duties including, but not limited to:

1. Recruit police applicants using social media to include, but not limited to updating the departmental web site with pertinent departmental information.
2. Develop and maintain marketing strategies to attract qualified police applicants.
3. Identify resources such as law enforcement hiring expos, job fairs, community events and national advertisements for recruitment of police applicants.
4. Travel to police job fairs, expos, etc. to recruit police applicants
5. Develop and maintain promotional materials and displays for the recruitment of police applicants.
6. Answer applicant questions about the Rock Springs Police Department, the City of Rock Springs, Civil Service, and the Wyoming Law Enforcement Academy.
7. Assist the Rock Springs Civil Service Commission
8. Review completed applications with each applicant, checking for inconsistencies, errors, omissions, and minimum requirements to ensure accuracy and completion before beginning the background investigation.
9. Obtains and reviews records from Federal Bureau of Investigation, Department of

Justice, and State and Municipal law enforcement records, where candidate has resided to determine if applicant was a witness, victim, suspect or perpetrator of any crime.

10. Obtains and reviews arrest reports, witness statements, and other relevant documents to determine the applicant compliance with Civil Service Commission policies.
11. Obtains and reviews reports from credit reporting agencies in order to evaluate applicant's financial responsibility.
12. Conducts background investigations by interviewing employers, co-workers, neighbors, law enforcement officials, military personnel, members of the applicant's family, personal references and the applicant.
13. Makes additional inquiries to assist in determining credibility of statements.
14. Observes each person being interviewed for the presence or absence of physical indicators of intoxication, the use of controlled substances, truthfulness, etc.
15. Prepares detailed and complete interview statements for each person being interviewed in order to allow a reader to draw reasonable and logical conclusions about the prospective candidates.
16. Prepares final background investigation package for presentation to supervision and management by organizing all investigative material in accordance with established procedures.
17. Meets regularly with management and applicant in order to keep them apprised of the status of the investigation.
18. Prepares detailed summary of adverse information based upon objective analysis and evaluation of applicant's background, and interviewee statements, as measured against requirement standards as set forth by the Civil Service Commission.
19. Completes background packages for review and final recommendation.
20. May train new investigators in the techniques and concepts of administrative background investigation.
21. No supervisory responsibilities are required, but may act as a lead worker to staff having background investigative duties.
22. Other duties as assigned by supervisor or command staff.

ABILITIES AND REQUIREMENTS

Has the knowledge, skills and ability to:

1. Knowledge of Wyoming Civil Service Rules and the Rock Springs Civil Service Rules.

2. Knowledge of the City of Rock Springs Policy Procedure Manual.
3. Knowledge of the Rock Springs Police Department Policy Manual.
4. Knowledge of Wyoming Peace Officer Standards and Training.
5. Police background investigation training.
6. Read, comprehend and interpret detailed, complex written material.
7. Prepare clear, concise written reports.
8. Analyze complex ideas or activities into smaller parts; simultaneously consider numerous facts, perceive patterns and relationships, develop theories about past occurrences based on numerous small bits of information or evidence, compare and interpret information, recognize and examine discrepancies, and draw logical conclusions.
9. Manage time sufficient to prioritize and combine investigations when practicable to ensure timely completion.
10. Handle several cases at one time.
11. Utilize appropriate investigative techniques for administrative investigation to frame a reflective image of the candidate's background.
12. Communicate and deal tactfully, persuasively, and effectively with coworkers, supervisors, management and the public.
13. Demonstrate cultural sensitivity through tact and courtesy when dealing with individuals from various social, cultural, racial, and economical backgrounds.
14. Work cooperatively as part of a team.
15. Demonstrate effective interpersonal skills required to discuss matters which are of a sensitive and sometime inflammatory nature with candidates, supervisors and management.
16. Listen, in person and on the telephone, as required to pay close attention to what is being said and ask follow-up questions.
17. Develop pertinent questions for interviews, perceive when the person being interviewed has not understood, rephrase/clarify questions, follow-up on unanswered questions or conflicting statements and keep the interview focused on the material to be covered.
18. Effectively utilize office management and recordkeeping principles and practices to ensure accuracy of data management.
19. Use and adapt to changing modern office procedures, methods, and equipment including computer equipment and applicable software programs.

20. Work collaboratively and communicate clearly and effectively, both orally and in writing, with staff, City Officials, outside agencies and the general public.
21. Utilize applicable spelling, vocabulary, grammar, and punctuation in business letter writing, record keeping, and database applications.
22. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work including, but not limited to employees, vendors and the general public.
23. Interpret, apply, develop and respond to questions regarding pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.
24. Understand and effectively use police terminology and subject matter filing systems.
25. Understand and follow oral and written instructions.
26. Research, compile, analyze, interpret and prepare a variety of statistical and administrative reports.
27. Maintain confidentiality of sensitive information and data.
28. Plan and organize work to meet schedules and timelines and the ability to exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
29. Research and present public safety material to the public.
30. Keep up on social media trends and communicate with the public utilizing technology and social media.

EXPERIENCE AND TRAINING

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Prior police, marketing, and/or information technology experience is preferred but not required.

Education:

Equivalent to an Associate's degree from an accredited college with major course work in public or business administration, criminal justice, marketing, or a related field.

License or Certificate:

Possession of, or ability to obtain a valid Wyoming driver's license.

Possession of or ability obtain CPR and First Aid Certificate.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonable accommodate the limitations.

ACKNOWLEDGEMENT:

I certify I have received, read, and understand my job description and am aware that my performance evaluation is based on carrying out the requirements of this job description.

Signature of Employee

Date

Signature of Supervisor

Date

Effective Date