

City of Fort Worth, Texas Job Description

Classification Title	Police Employment Specialist		
Job Code:	PR2051	Job Family:	Professional
Pay Grade	610	Date Reviewed:	07/15/2015
FLSA Status	Exempt	Date Revised:	08/22/2022

GENERAL SUMMARY

Oversees and coordinates the civilian hiring processes; the sworn promotional processes; medical leave/return to work; and various workforce issues for the Fort Worth Police Department. Implements program goals and objectives. Performs a variety of administrative tasks in support of assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; approving timesheets and leave request; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary decisions or recommendations.
2. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing human resources support services; and implements policies and procedures.
3. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of the human resources functions of the Police Department.
4. Oversees the civilian hiring/selection and retention processes including; conducting, scheduling and monitoring preliminary screenings; assisting with interview questions and procedures; assisting in interviews, and contacting candidates as directed.
5. Oversees and coordinates the sworn promotional administrative processes including; scheduling and monitoring preliminary screenings; and contacting candidates as directed.
6. Collects employment data on civilian and sworn positions of the department; analyzes data; and identifies problematic areas.
7. Manages the daily operations of the PD Medical Records Unit – prioritize incoming medical documents and inquiries (injury, illness, exposures, leave, accommodation requests, Return to Work Program, fitness for duty exams, independent medical exams, disability retirements and layoffs).

8. Attends and participates in Workers' Compensation case hearings; and provides testimony on claims, as necessary.
9. Maintains records and develops reports concerning new or ongoing programs and program effectiveness; maintains and files reports; prepares statistical reports, as required; and retains files and records in accordance with city retention policy.
10. Responds to requests for information from supervisory staff, employees, or general public. Answers questions related to the department's activities, programs, policies, and procedures. Conducts follow-up research to retrieve answers and supporting information including; providing responses to Public Information Requests (PIR).
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Basic operations, services and activities of human resources administration.
 - Principles and practices of human resources to include diversity program development and implementation, workers compensation, grievance processes, interviewing and hiring, classification and compensation, Family Medical Leave Act, and Americans with Disabilities Act.
 - Laws, rules and regulations governing diversity, workers compensation, interviewing and hiring, classification and compensation, Family Medical Leave Act, and Americans with Disabilities Act.
 - Methods and techniques of conflict resolution.
 - Methods and techniques of conducting employee meetings and presentations.
 - Principles and practices of record keeping and reporting.
 - Methods and techniques of providing training on human resources topics.
 - Personnel practices, policies and procedure.
 - Modern office equipment including computers and supporting word processing and spreadsheet applications.
- **Skill in:**
 - Organization and time management.
 - Computers and applicable software.
 - Interpersonal relations.
 - Prioritization.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Recommend and implement goals and objectives for complying with employment law mandates.
 - Communicate affirmative action goals to elicit community and organizational understanding and support for the program.
 - Interpret and apply laws, rules and regulations governing employment practices.
 - Coordinate employee grievances and make recommendations for remedial action.

- Research and analyze employment data to determine diversity plan problematic areas.
- Interpret and explain City policies and procedures.
- Conduct effective employee meetings and presentations.
- Allocate limited resources in a cost effective manner.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in public administration, human resource management, sociology, business administration or a related field and three years of increasingly responsible experience in human resources, equal employment opportunity, or a related field.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

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 Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.