

CITY OF HAYWARD

PERSONNEL OPERATIONS SPECIALISTDEFINITION

Under general direction coordinates the recruiting, testing, hiring, and training activities of the Police Department, working closely with the Human Resources Department to coordinate the recruitments and exam administration of sworn and non-sworn police personnel; coordinates all stages of the departmental background processing for sworn and non-sworn police personnel; and coordinates department trainings for police personnel for mandated trainings.

DISTINGUISHING CHARACTERISTICS

The Personnel Operations Specialist is an advanced journey level classification that performs complex administrative work and provides a high level of support to the Personnel and Training Administrator or Police Lieutenant, and command-level staff. Work performed requires the use of independent judgement, analysis, and discretion. This position is distinguished from the Personnel and Training Administrator in that the latter provides full second-line, direct supervision to employees within a work section and/or assumes substantive and significant programmatic responsibility in a defined area or specialty.

SUPERVISION RECEIVED

Receives general supervision from the Personnel and Training Administrator or Police Lieutenant.

SUPERVISION EXERCISED

Exercises technical and functional supervision over administrative support staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Coordinates recruitment, selection and training activities of the Police Department; assist with developing and implementing policies and procedures.

Implements policies and procedures for the access and maintenance of confidential Personnel and Training Unit personnel records, files, and computerized information systems including the records management of background investigations, personnel files, subpoena responses and other records and reports.

Collects, analyzes and interprets a wide variety of labor relations and employment-related information and data; assists with the preparation of various personnel reports used by command-level staff, which may include costing labor proposals.

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ESSENTIAL DUTIES (continued):

Participates and assists in administration and preparation of a budget; prepare cost estimates for budget recommendations, and recommends expenditure requests for designated accounts.

Performs responsible technical and administrative work in support of the City's Police Department's human resource needs by coordinating recruitment efforts with the City's Human Resources Department.

Prepares forms needed to fill vacant positions; maintains records of vacant and filled positions.

Maintains and updates confidential files, such as applications, test scores, training certificates and related data.

Provides assistance to applicants, City employees and the general public by answering questions related to the Police Department recruitment exam administration activities.

Coordinates and schedules background investigations; prepares and maintains files pertaining to background investigations; coordinates interviews and other human resources activities; prepares conditional job offers.

Assists with the review regarding applicants' background checks and makes recommendations.

Assists with scheduling department training activities.

Tracks, maintains and issues police equipment provided to officers.

Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Follows City policies and procedures.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of public safety employment and recruitment and selection activities.

Organization and functions of a law enforcement agency.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Knowledge of (continued):

Principles and practices of budget development, implementation, and monitoring.

Practices and methods of record keeping.

English usage, spelling, grammar and punctuation.

Principles and practices of good customer service.

Modern office practices, methods and computer applications related to the work.

Modern office equipment and procedures including use of a variety of software applications.

Principles and practices of research analysis.

Ability to:

Assist with the recruitment, selection and training operations/activities within the Police Department.

Interpret and explain pertinent personnel rules and regulations and department policies and procedures.

Assist with monitoring of an assigned program budget.

Assist with the development of policies and procedures related to assigned operations.

Coordinate a variety of activities with multiple departments.

Prepare and maintain personnel related records, forms and reports.

Use discretion and judgment in handling sensitive and confidential information.

Interpret, apply and explain City and department policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Review and prepare letters, correspondence and reports.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to (continued):

Establish and maintain effective working relationships with those contacted in the course of work.

Operate a personal computer, including word processors and other standard software applications.

Analyze situations carefully and adopt effective courses of action.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years of progressively responsible work experience in public personnel administration. Experience in personnel, payroll, compensation, records management, recruitment and selection or training is desirable.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, public safety, or a related field.

Licenses and Certificates: Possess and maintain a valid California Class C Driver's license OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical abilities and work environment: work in a standard office environment and use standard office equipment and current software; grasp and perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

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PROBATIONARY PERIOD: One (1) year
TBD Personnel Operations Specialist
Created August 2019
AAP Group: 16?
FPPC STATUS: Non-Designated
FLSA STATUS: Exempt