



Code: 1329
Family: Human Resources
Service: Administrative
Group: Statistical, Technical, and Analytical
Series: Personnel

CLASS TITLE: MANAGER OF POLICE PERSONNEL

CHARACTERISTICS OF THE CLASS

Under direction, manages and administers personnel programs and directs employment processing activities for both sworn and civilian staff, and performs related duties as required

ESSENTIAL DUTIES

- Directs supervisory staff responsible for overseeing the selection, hiring, and promotion of civilian employees including preparing budgetary and personnel forms, posting and bidding of vacancies, and interviewing and selecting candidates
- Oversees the processing of personnel documents for both sworn and civilian personnel including personnel/payroll forms, reinstatements, military leave, terminations, and related actions (e.g., tuition reimbursement, educational transcripts)
- Directs the provision of benefits information to employees and works with the Benefits Office to assist employees in resolving problems
- Oversees the maintenance of confidential employee records on the City's databases
- Confers with the Department of Human Resources on the implementation of new and revised personnel programs, education programs, and related policies and procedures, and informs employees of same
- Works with departmental managers in preparing employee performance evaluations, reviewing staffing needs, and complying with personnel policies
- Works with City departments in responding to charges of violations to the Civil Rights Act, Americans with Disabilities Act (ADA), Equal Employment Opportunity (EEO) laws, or other employment related discrimination charges
- Coordinates employee orientation and related training and development activities
- Assists in preparing the personnel services portion of the annual budget
- Prepares various personnel reports for management use
- Participates on special personnel projects or new initiatives, as required
- Reviews personnel administration and selection procedures and makes recommendations for improvements, as required
- Interprets personnel rules and policies and other special notices to employees and other City agencies, as required
- Serves as department liaison for military-related issues
- Testifies in court or in hearings on personnel procedures, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Human Resources Management, Business Administration, Public Administration, or a directly related

field, plus four years of professional personnel experience of which one year is in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment.

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *personnel administration principles, policies, practices, and techniques
- City's timekeeping and payroll processing policies and procedures
- City's collective bargaining units, agreements, and grievance process
- collective bargaining principles, practices, and contract administration
- applicable employee benefits policies and procedures
- applicable federal (e.g., EEOC, FLSA, ADA) and state laws, regulations, and guidelines

Some knowledge of:

- *management and supervisory methods, practices, and procedures
- training methods, practices, procedures, and resources
- budget preparation methods, practices, and procedures
- applicable writing techniques
- applicable computer software packages and applications
- law enforcement databases, including accessing and appropriate dissemination of information

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

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- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

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City of Chicago
Department of Human Resources
(Valtera Corporation)

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