

**TOWN OF GILBERT
CLASS SPECIFICATION**

Non-Sworn Public Safety Specialist

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Non-Sworn Public Safety	B23– B24	Non-Exempt

CLASS SUMMARY:

This class is the third level in the Non-Sworn Public Safety series. As assigned, incumbents are responsible for: providing specialized investigation and interrogation services; maintaining and monitoring weapons; performing Police dispatch; soliciting and training of volunteers; and maintaining and processing Sworn Police training requirements and records. Responsibilities may also include customer service and public safety support regarding crime prevention, investigation, and training.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

PERCENT OF TIME

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Provides customer service and responds to requests for information from internal and external customers and agencies. Gathers information, prioritizes, researches, analyzes and provides support of public safety programs and operations.	Daily 40%
Develops and distributes presentation, informational materials, bulletins and/or promotional documents. Assists with developing, delivering and/or promoting education of staff, volunteers and/or the general public.	Weekly 20%
Retrieves, reviews, compiles and/or validates documents and other information in support of assigned area. Prepares and maintains logs, maps, case files, assessments, and/or reports and enters and maintains database information.	Weekly 20%
Monitors equipment and systems and responds to issues. Inspects, tests, maintains and/or schedules repair of equipment. Monitors inventory and initiates requests for replacement supplies and materials.	Weekly 10%
Performs other duties of a similar nature and level as assigned.	As Required

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POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to ***Communications*** may be responsible for:

- Receiving and routing emergency 911 calls, gathering critical information, determining priority, responding to and/or dispatching appropriate resources;
- Handling non-emergency calls, performing record searches and resource referrals;
- Mentoring, training, and providing feedback on progression of new employees.

Positions assigned to ***Crime Analysis*** may be responsible for:

- Conducting investigative research of leads, gathering and analyzing crime data and suspect information;
- Identifying and monitoring crime trends and working with crime prevention and special enforcement units to reduce crime.

Positions assigned to ***Polygraph*** may be responsible for:

- Conducting polygraph examinations and interpreting, analyzing results and charts.

Positions assigned to ***Range Operations*** may be responsible for:

- Providing support of range operations including inspection, maintenance and monitoring inventory of firearms and range equipment;
- Conducting or arranging for firearms training, and assisting with the development, monitoring, delivering and evaluation of training courses.
- Repair and maintenance of firearms inventory.

Positions assigned to ***Training*** may be responsible for:

- Scheduling in-house and off-site training events;
- Tracking hours and qualifications for sworn officers to ensure compliance with AZ POST requirements;
- Administering the FTO program.

Positions assigned to ***Volunteer Coordination*** may be responsible for:

- Providing administrative and technical support to the volunteer staff and programs, ensuring adequate coverage and compliance with policies and procedures;
- Assisting with recruitment, interviewing, conducting background investigations, and training of volunteers.

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TRAINING AND EXPERIENCE:

High School or GED and 4 years of experience related to area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. As assigned, Associate's Degree may be preferred related to area of assignment.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver's License

Depending on area of assignment, requires:

- Firearms or General Instructor Certification
- Arizona Terminal Operator Certification
- Notary Public Certification

KNOWLEDGE OF:

- Specialty equipment of assigned area;
- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Modern office equipment.

SKILL IN:

- Applying flexibility;
- Multitasking;
- Thinking critically;
- Interviewing and listening;
- Managing time effectively;
- Implementing investigative techniques (based on assignment);
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel, and environmental conditions such as disruptive people, imminent danger, or a threatening environment.

Depending on assignment, successful completion of background investigation and polygraph testing may be required.

If a position within the Police Department, background check and polygraph is required.

WORKING TITLES WITHIN CLASS SPECIFICATION:

911 Operator – B23
Rangemaster – B23
Audio/Visual Forensic Analyst – B24
Crime Analyst – B24
Police Dispatcher – B24
Police Training Specialist – B24
Polygraph Examiner – B24
Police Volunteer Specialist – B24

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

*Draft prepared by Fox Lawson & Associates LLC (BS)
Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)
Date: (05/13)*

*Updated by Gilbert Human Resources (TT)
Date: (9/15)*