

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

ASSISTANT CHIEF OF POLICE

Civil Service Status: Exempt	Bargaining Unit: Non Represented Employee
Probationary Period: At-Will	Approved by City Council : December 15, 2014
Classification Series: Police-Sworn	Resolution No.: 2014-65
FLSA Status: Exempt	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction of the Chief of Police, this management position assists in planning, organizing and directing the activities and operations of the Police Department in the enforcement of law and the prevention of crime serves as acting Police Chief in the absence of the Police Chief; and performs related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs same or similar duties as required to be performed by Police Captain and as directed by Police Chief;
- Assists in the planning, organizing and directing of the maintenance of law and order; and the protection of life and property;
- Assists in the regulation of traffic;
- Assists in the apprehension, arrest, and detention of law violators;
- Represent the Police Department to other City departments, elected officials and outside agencies; explain and justify Police Department programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues;
- Assist in the planning, directing and coordinating, through subordinate level, the Police Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work method and procedures;
- Assists in managing and participating in the development and administration of the Police Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation and implement budgetary adjustments as necessary;
- Assists in selecting, training, motivating and evaluating Police Department employees; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures; direct employee investigations regarding police actions;
- Assists in coordinating Police Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council in the absence of the Chief of Police; prepare and present staff reports and other necessary correspondence;
- Responds to citizen inquiries and resolve difficult and sensitive complaints;
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the law enforcement field;

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- Assumes responsibility for ensuring that the duties of the position are performed in a safe, and efficient manner;
- Performs related duties as assigned or as situations requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Municipal police administration and management;
- Principles and techniques of organization, analysis, personnel management, training, budget administration, and administrative controls;
- Legal, technical, and operating practices of law enforcement, deployment of officers and equipment, and patrol operations;
- Causes, prevention, and control of crime and juvenile delinquency;
- Traffic enforcement, police records systems, and statistical reporting systems;
- Functions of mutual aid with the Police Departments of adjacent cities, State, and Federal law enforcement agencies and functions;
- Rules of evidence, arrest, custody of persons, search and seizure, civil rights, and related constitutional, legal and court decisions affecting police jurisdictions.

Skills:

- Possess skills in word processing correspondence, spreadsheets, and reports using a personal computer and software applications;
- Meets the minimum Police department standards for firearm proficiency.

Ability to:

- Analyze departmental operations and activities and prepare comprehensive reports;
- Prepare and submit the departmental budget;
- Establish and maintain favorable and effective working relations with City officials, officials of other jurisdictions, and the general public;
- Direct the activities of supervisors and, through them, a large number of subordinates, relying primarily on proper leadership and organization;
- Analyze usual and unusual metropolitan types of law enforcement problems and adopt effective courses of action;
- Understand and interpret provisions the Municipal Code, MOU's administrative policies and departmental rules and other City policies related to job duties;
- Review and evaluate employees job performance;

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- Effectively supervise subordinates;
- Foster a teamwork environment;
- Plan, organize and prioritize progress;
- Lead, coach, instruct and motivate employees;
- Provide leadership;
- Provide work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Handle confidential information with discretion;
- Assume responsibility for maintaining a safe working environment;
- Establish professional working relationships and resolve interpersonal conflicts;
- Develop necessary skills from on-the-job training and meet the standards of performance or higher for the classification.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- A Bachelor's degree in Public Administration, Political Science, Business Administration, or a closely related field from an accredited college or university;
- Master's degree in Public Administration or related field is highly desirable;
- Graduation from P.O.S.T. Command College or FBI National Academy highly desirable.

Experience:

- Five (5) years of extensive and responsible management level experience involving the administration and management of a comprehensive law enforcement program, at least four (4) years of which shall have been an administrative/supervisory permanent rank of Police Lieutenant or above.

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License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.
- Possession of a California P.O.S.T. Management Certificate.

Special Requirements:

- Must pass a Police Department background check;
- Requires wearing uniform.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.