

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

POLICE SERGEANT

Civil Service Status	Competitive	Bargaining Unit:	Police Officers' Association
Probationary Period	Promo-6mos/Competitive-12mos	Approved by City Council	December 7, 2009
Classification Series:	Police-Sworn	Resolution No.:	2009-134
FLSA Status:	Non-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 the direct supervision of the Police Management, this supervising position participates in various types and combinations of law enforcement activities, including patrol, preliminary investigations, traffic, and technical services, and performs other 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 a Senior Police Officer.
- Supervises police officers, senior police officers, and civilian employees in a variety of assignments.
- Ensures police activities and investigations are conducted in conformance with department rules and regulations.
- Assigns and deploys police employees according to the needs of the community based on direction from staff and analysis of workload requirements.
- Uses sound judgment and makes best use of subordinates, employee skills when assigning duties.
- Reviews the quality and efficiency of work completed by subordinates while commensurately providing compliance checks on the work performed.
- Offers clear expectations to subordinates verbally and in writing to establish a baseline for communication of department standards.
- Keeps subordinates and superiors adequately informed of matters which affect their work, behavior, and morale.
- Maintains control over equipment, supplies, and materials utilized in the work place. Identifies methods of streamlining or improving operational methods and tactics and makes proposals for change.
- Completes and maintains thorough and accurate records and prepares reports as necessary.
- Strives to keep abreast of new strategies, tactics, procedures, programs and technologies in law enforcement.
- Disseminates information in an instructor mode to subordinates on a regular basis and ensures proper safety practices are followed.
- Accepts, investigates and evaluates complaints of police misconduct generated from the public or within the department.
- Assumes responsibilities for ensuring the duties of the position are performed in a safe, efficient manner.
- Performs other related duties as assigned or as situation dictates.

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:

- A thorough knowledge of the organization, operation, rules and regulations of the Police Department;
- Principles of police science and administration, including patrol and crime prevention;
- Criminal investigation, the rules of evidence and laws of arrest, court procedures;
- Firearms, ammunition and special equipment normally used in law enforcement activities is required.

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Skills:

- Skill in applying common sense and logic in decision making.
- Possess skills to word process general correspondence, spreadsheets and reports using a personal computer and word processing software application.
- Meet the minimum Police Department standards for firearm proficiency.

Ability to:

- Analyze situation and adopt quick, effective and reasonable courses of action;
- Train, instruct and advise subordinate employees in any phases of law enforcement and police procedures;
- Assemble, analyze and evaluate facts and evidence and to draw sound conclusions;
- Obtain valid information by interrogation;
- Write, clear, precise, legible and accurate reports;
- Handle confidential information with discretion;
- Communicate effectively orally and in writing;
- Effectively handle stressful situations;
- Assume responsibility to maintain a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Work overtime as requested;
- Understand and interpret provisions of the municipal code, MOU's, Administrative Policies and Departmental Rules and other City Policies related to their respective job duties;
- Review and evaluate employee's job performance;
- 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;
- Develop necessary skills from on the job training and meet the standards of performance or higher for the classification by the end of the probationary period;

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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:

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination);
- P.O.S.T. Intermediate Certificate and thirty (30) accredited college/university semester units; or
- Fifteen (15) accredited college/university semester units plus experience equivalent to 30 college/university units (one full year of service is equivalent to three units) and,

Experience:

- A total of four (4) years experience as a Huntington Park Police Officer, of which two (2) years were served as a Huntington Park Senior Officer.

License:

- A valid California Class C Driver's License and a satisfactory driving record.

Special Requirements:

- Requires wearing uniforms;

Physical Requirements:

- Must meet approved pre-placement, physical and medical standards for this position;

Bilingual Pay:

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