



Job Specification

Job Title: Director of Police Personnel (Appointed)	FLSA Type: Exempt	Date Established: N/A
Department: Police	EEO Code: 1.2	Date Revised: 09/15/2020
Class Code: 932504	Reports To: Board of Police Commissioners	Date Approved: 09/24/2020

Job Summary

Under the appointment of and reporting to the Board of Police Commissioners (Board), the Director of Police Personnel plans, directs, develops, and coordinates the policies, services, activities, and staff of the Detroit Police Department Personnel (DPD)/Human Resources Unit. This position is also responsible for providing consultation to the Board, the Chief of Police, and other key stakeholders regarding the development and implementation of human resource strategies and policy matters while maintaining a work environment that enhances employee morale and productivity. The DPD is composed of approximately 3,200 employees with several centralized commands, a precinct structure, and various administrative and support operations. The DPD has an (11) member Board with supervisory control and oversight of the department.

Essential Duties and Responsibilities *(may perform other duties as assigned)*

- Direct a team of sworn and civilian employees at the leadership and individual contributor level in the Human Resources Unit by overseeing daily workflow and ensuring staff provides support services through subordinate supervisors; coordinate staff efforts with those of other organizational units within the DPD.
- Develop, interpret, coordinate, administer, implement, make recommendations for and ensure compliance with established policies, practices and procedures throughout the Human Resources Unit.
- Represent the department before City Council, Council Committees, at various civic and governmental functions, and with other police agencies, civilian organizations, other external/internal committees, and civic groups.
- Develop and maintain cooperative relationships with governmental officials, agencies and civic organizations.
- Develop the Human Resources Unit annual budget; create and implement a spending plan based upon approved allocated resources.
- Provide a portion (for personnel-related issues) of the Chief of Police's annual improvement plan to the Board.
- Advise the Board, the Chief of Police, and executive management in the department regarding human resource strategies and policy matters.
- Evaluate operating efficiency and adequacy of support or technical services provided by the Human Resources Unit.
- Maintain knowledge of City of Detroit personnel rules, policies and procedures.

Essential Duties and Responsibilities (continued)

- Forecast the impact of technological changes on management information systems and on the Integrated Systems Plan especially related to payroll, benefits administration and timekeeping.

- Review development of requests for proposals (RFPs), analyze bids, and monitor contract and vendor performance.
- Ensure the preparation and presentation of monthly public reports to the Board; review and coordinate the preparation of administrative and technical reports.
- Ensure compliance with federal, state, and local employment laws and regulations which include, but are not limited to the: Equal Employment Opportunity (EEO), Affirmative Action (AA), and American with Disabilities Act (ADA).
- Under the Director's immediate span of control, responsible for a full range of supervisory activities which include, but are not limited to: discipline administration, processing and resolution of grievances, evaluation of employee performance as prescribed by law, charter, ordinance or administrative rules, approval of time-off requests, and initiation of training activities.
- Apply sound supervisory principles and techniques to build and maintain an effective work force.
- Implement strategies to attract a diverse applicant pool for service as Police Officers, with an emphasis on hiring Detroit residents.
- Prepare, administer, and conduct examinations for hiring and promoting Police Officers and other employees within the department; report to the Board and Chief of Police the results of applicable examinations.
- Confer with other members of the department to determine personnel needs and requirements.
- Apply job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates within the Human Resources Unit.
- Enforce protocol that allow disadvantaged workers with disabilities to work for the DPD within the rules, regulations, ordinances and other directed programs of the City of Detroit.

Qualifications (required):

- Bachelor's Degree from a college or university in Personnel Management, Organizational Management or other related field that demonstrates competency for planning, administrating and operating a complex organization similar to the Personnel Unit of the Detroit Police Department (DPD).
- Minimum ten (10) years' personnel managerial experience in a position equivalent to the level of a Director, Deputy Director, Senior Administrator, Coordinator or Senior Supervisor.

Equivalent combinations of education, experience, and special certifications may be substituted to meet the education and experience requirements of this position.

Qualifications (preferred):

- Certifications in personnel related programs (e.g. PHR, SPHR, SHRM-SCP, SHRM-CP).

Knowledge, Skills, and Abilities (required):

- Sound knowledge of responsibilities, functions and procedures of the DPD, principles and practices at other municipalities or complex organizations with multiple employees/sections/ divisions, administration and management practices for personnel services, systems development of the DPD, and grants and contract administration.

Knowledge, Skills, and Abilities (required - continued)

- Working knowledge of the City Charter, Administrative Code, and Memorandums of Understanding (MOU) as they apply to Police personnel administration.
- General knowledge of the City's personnel rules, policies and procedures.
- Strong knowledge of federal, state, and local employment laws and regulations.
- Knowledge of training techniques, evaluating employee work performance, grievance handling and best practices for counseling, disciplining, and motivating employees.
- Knowledge of computerized software designed to organize or administer personnel related work including payroll and work assignments is also a plus.

- Good knowledge of strategies for policy formulation, effective safety principles and practices, budgeting, and financial and personnel administration.
- Strong ability to influence and tactfully interface with sworn and civilian employees of the Police Department, Board, City officials, officers of other agencies, and the public.
- Excellent leadership, interpersonal, negotiation, organization, verbal and written skills.
- Excellent supervisory skills which include planning, delegating, and directing the work of employees.

Licenses, Certifications, and Other Special Requirements:

- A valid Michigan driver's license or State Identification is required.
- Certifications in personnel related programs (e.g. PHR, SPHR, SHRM-SCP, SHRM-CP).

Physical Demands

The employee generally remains in a stationary position for an extended period of time operating standard office equipment which may include computers, telephones, photocopiers, and fax machines. The employee is expected to move about to accomplish tasks such as opening file cabinets and moving files. Must be able to lift, push, pull, and carry up to 15 pounds.

Work Environment

Work is performed primarily in an office environment. Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions.

The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.

Notes:

As provided in Civil Service Rule, Administrative Code, Ordinance and Police Manual this specification is descriptive, explanatory and not restrictive. It is not intended to declare all of the duties and responsibilities of any position.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitation.

This is an at-will appointment and the candidate selected serves at the pleasure of the Board of Police Commissioners.

Agency

City of Detroit Board of Police Commissioners

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Website

<http://www.detroitmi.gov/Detroit-Opportunities/Find-A-Job>