



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE: July 14, 2023

JOB VACANCY MEMORANDUM NO. 23-14

TITLE: Manager, Information Management Unit

ELEMENT OF ASSIGNMENT: Information Management Unit, Information Services Division

PAY RANGE: 23

STARTING MONTHLY SALARY: \$7,206

VACANCY STATUS: Vacant

EXPIRATION DATE: July 28, 2023

REQUIREMENTS:

The Information Management Unit Manager is responsible for the day-to-day operational management of professional staff and support related functions. Incumbent is responsible for providing quality customer service, as well as planning, directing and coordinating the activities of the Criminal Records Section and the RMS Validation Section. Key responsibilities include the oversight of the dissemination, validation, reporting, retention and disposal of law enforcement records. The incumbent will provide guidance and leadership, as well as oversee escalation for the sections within the Unit.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Carry out management responsibilities in accordance with KCPD policies and procedures and handle a variety of complex clerical and administrative tasks.
2. Manage personnel-related responsibilities to include hiring and training employees; planning, assigning, and directing work; evaluating performance; rewarding and disciplining employees; addressing complaints and resolving problems.
3. Establish training standards, review training evaluations, ensure proper training documentation is completed.

4. Establish unit policies and procedures to ensure efficient operation. Identify any problems and implement solutions.
5. Provide leadership, mentoring, and supervision to members assigned to the Unit. Pursue professional development training opportunities for staff.
6. Maintain highly sensitive information in a confidential and professional manner.
7. Conduct ongoing incident reviews with professional staff to implement continuous process improvement.
8. Direct and monitor incident escalations to a successful resolution.
9. Make recommendations concerning the needs of the department for growth and long-term strategic plans.
10. Ensure the reporting of Unit activity on a monthly basis to the Board of Police Commissioners.
11. Responsible for oversight of Unit compliance with local, state, and federal policies and standards, to include MULES, NCIC, and CJIS, as pertains to records management and reporting.
12. Prepare budget recommendations for Unit operations and ensure compliance with established budget parameters.
13. Build and maintain effective working relationships with Information Services Division staff and other KCPD elements, as well as other law enforcement entities, attorneys, court personnel, and the general public.
14. Act as the liaison between the Information Services Division and the Courts.
15. Develop and implement appropriate service level agreements.
16. Maintains reliable and predictable attendance. Must have the ability to work flexible hours, weekends, and/or holidays and to be called out 24/7 to respond to police facilities.
17. Perform other duties as required, or as assigned by the Information Services Division Commander, Executive Services Bureau Commander or Chief of Police.
18. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must possess:

- a Bachelor's degree or have equivalent work experience;
- 3+ years of supervisory experience;
- the ability to lead, motivate, and direct a workgroup;
- excellent leadership and customer service skills;
- Ability to communicate effectively both orally and in written form and have a strong command of computer software (i.e. Microsoft Office) applications;
- Strong organization skills;
- Ability to work with minimum supervision;
- Ability to pass a polygraph examination

Physical Requirements:

- Position is primarily sedentary and incumbent may sit for prolonged periods of time.
- Ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand/eye coordination and manual dexterity necessary to operate a computer, telephone and office equipment.
- Subject to standing, sitting, walking, climbing

Job Location: (Place where work is performed.)

Position operates in a standard office environment 100% of the time.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Computer workstation
- Telephone/Cellular Phone
- Copier/Scanner/Fax

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Captain Michelle Hon, Information Management Unit** by no later than **JULY 28, 2023**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than **JULY 28, 2023**.

Applicants will need to study the following documents for the interview/testing process:

- PI 20-02 – Personally Identifiable Information
- PI 20-03 – Limited English Proficiency
- DM 21-06 – CBS between the BOPC and FOP No. 99 (Civilian Unit)
- DM 22-10 – Duty Related Injury Time – Missouri Worker's Compensation Law
- ESBM 23-01 – Notification of Significant Events

- Special Order 23-02 – Member’s Investigation, Discipline and Appeals
- PPMB 201-12 – Code of Ethics and Rules of Conduct
- PPBM 301-6 – Grievance Review Process and Board Appeals
- PPBM 310-7 – Discrimination and/or Harassment
- PPBM 345-2 – Americans with Disabilities Act
- PPBM 746-5 – Family and Medical Leave
- PPBM 818-10 – Duty Related Injuries

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during their full term of employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Applicants who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a CVSA, post-offer physical examination and routine drug screen.

Captain Edward Lamport
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Commander, Employment Unit