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## NON-SWORN MEMBER VACANCY

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*The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, religion, sex/gender, age, national origin, genetics, or disability.*

**DATE:** March 20, 2019

**JOB VACANCY MEMORANDUM NO.** 19-16

**TITLE:** Manager, Human Resources

**ELEMENT OF ASSIGNMENT:** Human Resources Division

**PAY RANGE:** 23

**STARTING MONTHLY SALARY:** \$6,404

**VACANCY STATUS:** Anticipated

**EXPIRATION DATE:** April 15, 2019

### **REQUIREMENTS:**

This position is responsible for furthering the mission, vision and strategic objectives of the Department within the Employee Benefits Unit of the Human Resources Division with a commitment to providing quality customer service.

Plan, direct, and coordinate the activities of the Employee Benefits Unit, including; promotional processes, salary administration, performance evaluation processes, employee relations, processing of grievances, workers compensation, insurance and other benefits programs, risk management and safety, unemployment compensation, and wellness programs.

Responsible for assisting with the development of Department personnel forms and policies and training relating to personnel policies. Responsible for interpreting and administering personnel policies.

Carries out these objectives by working with other Department divisions and elements, as well as external specialist vendors.

### **QUALIFICATIONS**

- Manage employee benefits programs including planning and directing the implementation and administration of benefits programs to insure members against loss of income due to illness or injury. Plan modification of existing benefits programs utilizing knowledge of laws concerning employee insurance coverage. Recommend benefits plan changes.

- Manage compensation administration activities, position auditing, and pay plan maintenance. Analyze compensation policies and government regulations concerning payment of minimum wages and overtime pay.
- Monitor and manage the Employee Benefits Unit expenditures, e.g., travel/education, overtime, and budget development.
- Provide leadership and supervision of all members assigned to the Employee Benefits Unit within the Human Resources Division.
- Must have the ability to work with highly sensitive information in a confidential and professional manner, and maintain the information as such.
- Interpret and develop Department personnel forms and policies, rules, and regulations. Review all activities for technical and legal implications impacting human resources administration. Coordinate, develop and provide training regarding personnel policies.
- Manage retention of records of insurance coverage, personnel transactions such as hires, promotions, transfers, and terminations, and other personnel-related records.
- Analyze trends and innovations in human resource programs, i.e. salary administration, insurance programs, as well as software programs to best serve members and enhance human resource operations.
- Direct the activities of the Department wellness programs.
- Review internal discrimination, harassment and retaliation complaints to determine appropriate course of action including investigation, mediation or other appropriate action. Coordinate and assist with outside vendors conducting independent investigations and those conducted by internal department investigators and make recommendations through the chain of command to the Chief of Police regarding outcomes.
- Manage and oversee processing of voluntary or involuntary separations, the internal grievance process, and notice to the Department of Public Safety, Peace Officer Standards Training Program, when required. Facilitate the Department's internal grievance process.
- Present information, reports and program data to the Board of Police Commissioners upon request.
- Provide assistance to legal counsel for lawsuits, charges of discrimination, and related meetings, i.e. mediation. Testify in hearings as the representative of the Department's Human Resources Division.
- Serve on internal and external committees and other groups as requested or appointed, some of which may meet outside of regular work hours to include evenings and weekends.
- Oversee the development of promotional processes for sworn members and for specialized units.
- Participate in training activities necessary for on-going professional development, including professional certification and/or involvement with organizations such as the SPHR, SHRM or IPMA. Stay abreast of changes in federal and state laws that implicate human resource matters.
- Counsel and advise Department members in a variety of human resource matters and issues in compliance with federal and state employment laws; for example, the FLSA, ADA, FMLA, MHRA, ADEA, PDA, USERRA and Title VII.
- Administer and oversee the Department's EEO compliance and other applicable human resources- related federal and state regulatory compliance to include assisting with federal and state audits.
- Maintain reliable and predictable attendance. Must have the ability to work flexible hours, overtime, weekends, be accessible 24/7 in the event of critical incident circumstances, and attend meetings or events at other than regular duty hours in order to meet the needs of the Department.
- Perform related duties as required.
- 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 with relevant experience in a dedicated human resources role with significant managerial experience. A master's degree with an emphasis in human resources, public or business administration or be a licensed attorney in the State of

Missouri who has specialized in employment or labor law is preferred. IPMA and/or SHRM certification is preferred.

Five years' progressively responsible experience at the management level in all phases of public human resources administration is required. Public sector experience preferred.

Incumbent must have the ability to communicate effectively both orally and in written form and have a strong command of computer software (i.e. Microsoft Office) applications.

Incumbent must possess a current valid Missouri driver's license.

Physical Demands:

- 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 stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, squatting, repetitive motion and driving.

Work Environment:

Position operates in a typical office environment 100% of the time, with some attendance at functions outside the office required.

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

- Personal Computer
- Telephone and Cell Phone
- Copier/Scanner/Fax
- Vehicle

All members interested in being interviewed for the above position must submit a Request for Transfer, Form 4 P.D., through their chain of command to be forwarded to the Human Resources Division to be received no later than **APRIL 15, 2019**.

Outside applicants interested in being considered for the position must submit a cover letter and resume to [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org) be received no later than **APRIL 15, 2019**.

All permanent full-time members of the Kansas City Missouri Police Department must reside within the Kansas City, Missouri city limits unless an exception has been granted by the Chief of Police.

Selected 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 Gregory Williams*

Captain Gregory Williams  
Commander, Employment Unit