



# 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:** February 7, 2025

**JOB VACANCY MEMORANDUM NO.** 25-06

**TITLE:** Human Resources Director

**ELEMENT OF ASSIGNMENT:** Human Resources Division

**PAY RANGE:** 25

**STARTING MONTHLY SALARY:** \$12,928 to \$14,218

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** March 7, 2025

## **REQUIREMENTS:**

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

Plan, direct, and coordinate the activities of the Human Resources Division, including recruitment, hiring, 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, wellness programs, and off-duty employment.

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.

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

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

1. Manage employment activities such as identifying sources of qualified applicants, administering tests and checking backgrounds. Design and develop recruitment, applicant screening and testing processes for sworn and professional staff new-hires and promotions.

2. Manage employee benefits programs by 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.
3. Manage compensation administration activities, position auditing, and pay plan maintenance. Analyze compensation policies and government regulations concerning payment of minimum wages and overtime pay.
4. Monitor and manage the Human Resource Division expenditures, e.g., travel/education, overtime, and budget development.
5. Provide leadership and supervision of all members assigned to the Human Resource Division.
6. Interpret and develop Department personnel forms and policies, rules, and regulations. Review all activities for technical and legal implications impacting human resources administration. Coordinate and provide training regarding personnel policies.
7. Manage retention of records of insurance coverage, personnel transactions such as hires, promotions, transfers, and terminations, and other personnel-related records.
8. 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.
9. Direct the activities of the off-duty employment program and Department wellness programs.
10. Review internal discrimination, harassment and retaliation complaints to determine appropriate course of action including investigation, mediation, and no further action. Coordinate and assist with outside vendors conducting independent investigations and those conducted by internal department investigators and make recommendations to the Chief of Police on final outcomes.
11. Manage and oversee processing of voluntary or involuntary separations, the disciplinary grievance process, and notice to the Department of Public Safety, Peace Officer Standards Training Program, when required. Administer the Department's internal grievance process.
12. Present information, reports and program data to the Board of Police Commissioners at regular and special sessions and upon request.
13. Coordinate activities with the Office of General Counsel, Bureau Commanders and the Chief of Police to ensure desired outcomes. 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.
14. 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.
15. Participate in training activities necessary for on-going professional development, including professional certification and/or involvement with organizations such as the SPHR, SHRM or PSHRA. Stay abreast of changes in federal and state law that implicate human resource matters.
16. 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.
17. Administer and oversee the Department's EEO compliance and other applicable human resources related federal and state compliance, to include assisting with federal and state audits.

18. 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.
19. Perform related duties as required.
20. 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 master's degree with an emphasis in human resources, public or business administration; possess a human resources certification i.e., SPHR, PSHRA-SCP, or SHRM-CP; or be a licensed attorney in the State of Missouri who has specialized in employment or labor law.

Seven years' progressively responsible experience in the fields of personnel and human resources administration or employment law or labor law, or a combination thereof, and significant experience supervising others in a management role.

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 Requirements:**

- 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 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 **Major Marcus Smith, Human Resources Division**, by no later than **MARCH 7, 2025**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than **MARCH 7, 2025**.

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>

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 Justin Pinkerton*

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Commander, Employment Unit