



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 23, 2025

JOB VACANCY MEMORANDUM NO. 25-26

TITLE: Human Resources Specialist III, Employment Coordinator

ELEMENT OF ASSIGNMENT: Human Resources Division/Employment Unit

PAY RANGE: 52

STARTING MONTHLY SALARY: \$4,011

VACANCY STATUS: Vacant

EXPIRATION DATE: August 6, 2025

REQUIREMENTS:

To coordinate and facilitate the employment processing phases for sworn and non-sworn position vacancies. Responsible for portraying a positive attitude and image of the department; the incumbent in this position is often one of the first points of contact for KCPD employment opportunities.

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

1. Maintain (utilizing Excel spreadsheets, database and filing) all pertinent applicant processing data. This includes (but is not limited to); polygraph, interview and background investigation dates, physical and psychological exam dates, the results of each and final disposition of files.
2. Must have the ability to work with highly sensitive information in a confidential and professional manner, and maintain the information as such.
3. Ensure applicant files are complete and notify hiring element when applicant files are available for review. Prepare and submit files for applicants through chain-of-command for disposition (sworn and non-sworn). Keep hiring element updated on selected applicant's hiring process.
4. Notify applicants regarding application status. Draft appointment letters, disposition letters, make job offers, and forward completed applicant files to the Personnel Records Section.

5. Make employment pre-offers and facilitate scheduling psychological exams (when required), pre-employment physicals and polygraph (when required) and CVSA testing (non-sworn applicants). Forward applicant files to CVSA and Polygraph.
6. Maintain files for, active selection processes and transfer requests for non-sworn employees; to include maintaining an accurate list of non-sworn position vacancies as well as the hire slips that have been issued.
7. Prepare non-sworn and law enforcement applicant files for final disposition ensuring all required documentation is complete, accurate and in proper sequence with an attached Summation Sheet.
8. Maintain fingerprints received from the Fingerprint ID Section, FBI, State and local returns in filing system and applicant files.
9. Schedule law enforcement applicants and conference room for Oral Board interviews. Prepare Oral Board forms.
10. Organize Entrant Officer Class orientation, prepare agenda, rosters, profiles and education reports, schedule speakers and prepare pre-employment documents for mailings.
11. Serve as the Employment Section and Unit timekeeper by performing timekeeping entries.
12. Complete Purchase Requisitions for billing of pre-employment medical costs and advertising.
13. Handle and respond to incoming correspondence and requests for information from applicants, department personal and the general public as necessary.
14. Prepare statistical information reports as requested.
15. Assist with law enforcement written exam and Physical Agility Testing (PAT).
16. Serve as a back-up to the Applicant Processor when needed.
17. Maintain reliable and predictable attendance. May be required to work flexible hours and weekends to meet Unit needs.
18. Perform other duties as required.
19. 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 high school diploma or equivalent and one year of previous experience in human resources is preferred. This position requires proficiency in record keeping and Microsoft Office applications. Prefer knowledge of EEOC guidelines and federal regulations on hiring practices. HR experience preferred but not required.

Physical Requirements: Position is primarily sedentary and incumbent may be required to sit for prolonged periods of time. Lifting up to 25 lbs. occasionally, bending, kneeling and reaching to file.

Job Location: (Place where work is performed.)

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

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

- Telephone
- Personal computer
- Typewriter
- 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 **Supervisor Ruth Stewart, Employment and Recruiting Section** by no later than **AUGUST 6, 2025**.

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 **AUGUST 6, 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 typing test (35 wpm with 10 or fewer errors in 5 minutes), clerical test, CVSA, post-offer physical examination and routine drug screen.

Captain Justin Pinkerton
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Commander, Employment Unit