



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: May 21, 2026

JOB VACANCY MEMORANDUM NO. 26-25

TITLE: Human Resources Specialist V, Employee Relations Specialist

ELEMENT OF ASSIGNMENT: Human Resources Division/Employee Relations Unit

PAY RANGE: 55

STARTING MONTHLY SALARY: \$5,077

VACANCY STATUS: Vacant

EXPIRATION DATE: June 4, 2026

REQUIREMENTS:

Job Objectives: (Purpose of the position.)

Responsible for the timely completion of professional-level, confidential duties related to employee relations matters in support of the mission, vision, and strategic objectives of the Department.

This role supports compliance with federal and state law as well as local regulations such as Title VII of the Civil Rights Act, the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), the ADA Amendments Act (ADAAA), the Pregnant Workers Fairness Act (PWFA), and the Age Discrimination in Employment Act (ADEA).

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

1. Administers the internal complaint program for Title VII/EEO discrimination, harassment, retaliation, and other workplace complaints, including formal and informal resolution processes. Provides guidance to Department members, supervisors, and command staff regarding Department complaint policies and procedures.
2. Conducts intake meetings with complainants and respondents. Explains and answers questions on formal or informal resolution processes.

3. Conducts formal investigations or assigns the complaint to an internal or external investigator for investigation, as appropriate. Drafts investigation reports for management review. Prepares Requests for Incident Review to initiate discipline for substantiated complaints.
4. Maintains and updates case information and documentation in the internal complaint management system.
5. Assists with the development and delivery of employee relations-related trainings for commanders and members.
6. Interprets and explains Department personnel policies and procedures. Participates in the development and revision of policies and procedures to ensure compliance.
7. Collaborates with the Employee Relations Manager to implement conflict resolution strategies and provide guidance to all Department members.
8. Implements initiatives to promote and support employee engagement, satisfaction, and retention.
9. Assists supervisors and commanders with the performance management process, including the development of performance improvement plans.
10. Stays up-to-date on relevant laws, regulations, and trends related to employee relations.
11. Must have the ability to work with highly sensitive information in a confidential and professional manner, and maintain the information as such.
12. Maintains reliable and predictable attendance. May be required to work flexible hours, overtime and/or weekends periodically to meet Division needs.
13. Perform other related duties as required or assigned.
14. 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 the position, the incumbent must possess a high school diploma or equivalent and a four-year degree from an accredited college/university in a related field. Requires experience handling employee relations matters including but not limited to interpersonal conflict in the workplace, employee complaints, allegations of discrimination/harassment, policy guidance, and engagement & development.

Position requires coordinating, problem-solving, and decision-making skills as well as strong verbal and written communication skills. Incumbent will work independently and must have the ability to communicate effectively, manage time and maintain effective working relationships with department members and outside resources.

Incumbent is required to have a strong command of various word processing programs, software packages, internet-based communication platforms, databases and spreadsheet preparation.

Incumbent will be required to complete post offer, pre-employment testing per Department Policy.

Physical Requirements: Position requires the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination & manual dexterity necessary to operate a computer, telephone, and office equipment. Incumbent will be subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, squatting and repetitive motion.

Job Location: (Place where work is performed.)

Position operates in a standard office environment 75% of the time. Incumbent may be required to work at other department facilities as needed.

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

- Personal computer
- Telephone
- Copier/Scanner

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 **Manager, Sarah Miller, Human Resources Division** by no later than **June 4, 2026**.

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 **June 4, 2026**.

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.

Captain Justin Pinkerton
Captain Justin Pinkerton
Commander, Employment Unit