



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 30, 2025

JOB VACANCY MEMORANDUM NO. 25-19

TITLE: Supervisor I

ELEMENT OF ASSIGNMENT: Employment Unit

PAY RANGE: 54

STARTING MONTHLY SALARY: \$4,693

VACANCY STATUS: Vacant

EXPIRATION DATE: June 13, 2025

REQUIREMENTS:

Directly supervise Employment Applicant Processors and Background Investigators, providing guidance, support, and performance management.

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

Must be able to effectively and intermittently perform the essential job functions and standards of professional staff assigned to the Employment Section.

1. Must have the ability to work with and maintain highly sensitive information in a confidential and professional manner.
2. Responsible for efficient and effective operations of the Employment Section.
3. Supervise, develop and evaluate the work performance of professional staff assigned to the Employment Section.
4. Ensure all applicant processing and background investigations adhere to department policies, legal requirements, and best practices.
5. Develop and implement strategies to streamline hiring processes and improve efficiency.

6. Oversee applicant screening and ensure minimum qualification requirements are met.
7. Maintain knowledge of and ensure compliance with federal, state, and departmental hiring regulations, including ADA, EEOC, and Missouri Human Rights Act guidelines.
8. Review and approve hiring recommendations based on background investigation findings.
9. Oversee job vacancy postings on the department website, social media, and job boards.
10. Supervise coordination of pre-employment testing, ensuring adequate testing facilities, equipment, and materials are available.
11. Assist in developing new recruitment strategies, outreach efforts, and hiring initiatives to attract qualified candidates.
12. Ensure proper background checks, fingerprinting, and CVSA examinations are conducted on applicants.
13. Review background investigation reports and provide recommendations to Employment Unit Commander.
14. Serve as a liaison between background investigators and department leadership regarding hiring decisions.
15. Provide ongoing training, coaching, and mentorship to staff.
16. Monitor work performance, conduct evaluations, and recommend disciplinary actions when necessary.
17. Maintain team schedules and ensure adequate staffing coverage.
18. Oversee the coordination of the Department's College Internship Program.
19. Represent the department at job fairs, recruitment events, and community outreach initiatives.
20. Ensure sensitive applicant information is handled securely and in compliance with confidentiality policies.
21. Oversee the proper maintenance, retention, and purging of applicant files per department guidelines.
22. Communicate regularly with command staff and department leadership on hiring needs and recruitment progress.
23. Coordinate with outside law enforcement agencies, court systems, and employers to verify applicant information.
24. Provide recommendations for process improvements and policy updates in the hiring and background investigation procedures.

25. Serve as a backup for the Employment Coordinator when needed.
26. Manage projects related to recruitment, hiring trends, and law enforcement hiring best practices.
27. Perform related duties as assigned.
28. Maintain reliable and predictable attendance. Must have the ability to work certain weekends based upon scheduled testing.
29. This class specification should not be interpreted as an 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 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 in a related field or possess equivalent experience to provide the desired knowledge and skills. Incumbent must possess excellent written and oral communication skills, proficient with Microsoft Office, and have experience supervising others.

Must possess a valid driver's license.

Job Location: (Place where work is performed)

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

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

- Personal computer
- Cellular phone

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 **Sergeant Ryan Alden, Background Investigation and Secondary Employment Section** by no later than **JUNE 13, 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 **JUNE 13, 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 Clerical test (75% accuracy), Typing test (35 wpm with 10 fewer errors in 5 minutes), CVSA, post-offer physical examination and routine drug screen.

Captain Justin Pinkerton

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Commander, Employment Unit