ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

ACCOUNTING FRAUD EXAMINER– Class Code 6740

SUMMARY STATEMENT:

Responsible for planning and organizing financial investigations dealing with the identification and seizure of personal and business assets and financial fraud investigations dealing with the identification of monies and assets fraudulently obtained; works closely with Department personnel and national law enforcement personnel and prosecutors; provides expert accounting testimony in court. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Reviews various formal accounting records to document money laundering and provide investigative leads and to seize/forfeit assets.
2. Prepares accounting computations for use in court to provide a legal basis for seizure/forfeiture of assets.
3. Tracks money-laundering transactions for use in court to establish evidence of illegal activity.
4. Creates written documents (e.g., monthly reports, statistical reports, legal correspondence, findings of fact, articles, etc.) to assist attorneys in reviewing and preparing court cases and for publication.
5. Plans financial investigations with attorneys and/or officers to obtain information and documents regarding financial fraud cases.
6. Testifies as an expert accounting witness in financial fraud indictments and trials to provide testimony for legal purposes using technical expertise.
7. Interviews third parties with officers to obtain documents and statements to use as evidence in criminal financial fraud cases, using interviewing and interrogation techniques.
8. Participates in search warrants as the financial expert with officers to obtain documents to serve as evidence of criminal activity related to financial crimes.
9. Remains current on job-specific procedures, laws, rules and regulations through professional development courses, meetings, research and job-related publications.
10. Assists prosecutors of financial cases by relating required documents to specific counts of an indictment and avoiding exclusion of evidence.
11. Instructs at law enforcement training seminars in the areas of financial crimes and money laundering.
12. Assists in the development of new training courses, updating and revising existing financial and fraud investigative instructional materials and techniques.
13. Plans, conducts and/or leads others in the conduct of on-site special purpose audits of business for profit and non-profit organizations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. forensic accounting techniques.
2. third party financial records maintained in the normal course of business.
3. standard business practices.
4. generally accepted accounting practices and procedures.

5. differences between fraudulent and legitimate financial transactions.
6. computers and their relationship to automated accounting systems.
7. laws and regulations affecting financial records at the local, state and federal level.

SKILL IN:
1. auditing techniques.
2. analysis of financial documents.
3. developing evidence related to accounting transactions.
4. designing and presenting financial accounting analyses.
5. written communication for both administrative and technical purposes.
6. basic bookkeeping techniques.
7. using a computer to conduct analysis of financial data.
8. oral communications in both one-on-one and group situations.

ABILITY TO:
1. analyze, interpret, and summarize complex financial transactions and accounting records.
2. trace accounting transactions to their origin.
3. testify and undergo intense examination in court.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting

ADDITIONAL REQUIREMENTS:
Out-of-state travel may be required to perform certain work functions.
May be required to possess and maintain a valid Arizona driver license.

MINIMUM QUALIFICATIONS:
Requires a Bachelor of Science in Accounting, Criminal Justice, or related field and three (3) years of experience in criminal fraud accounting investigations. A designation as a Certified Fraud Examiner (CFE) from the Association of Certified Fraud Examiners is required within three years of the date of hire; A certification as a Certified Public Accountant (CPA) is desirable.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: October 6, 2005

Classification Established: May 9, 1991
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

ACJIS COMPLIANCE SPECIALIST/INSTRUCTOR
Class Code 4136

SUMMARY STATEMENT:

Responsible for administrative work of average difficulty in ensuring compliance with federal and state mandates pertaining to the use of the Arizona Criminal Justice Information System (ACJIS).

If assignment is as an **ACJIS Compliance Specialist**, employee is responsible for performing statewide operations audits, criminal history reporting reviews, security compliance inspections and coordinating user agency network access pertaining to ACJIS. If assignment is as an **ACJIS Instructor**, employee is responsible for the instruction, coordination, execution and evaluation of statewide training programs. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

Common to both assignments:

1. Plans, organizes and instructs criminal justice agency personnel statewide in the transfer of criminal history information within criminal justice agencies.
2. Prepares/presents comprehensive reports to provide information or status of training.
3. Identifies and prioritizes training needs of criminal justice agencies.
4. Develops, maintains and distributes various training-related documents and materials; develops and implements new training programs to comply with new agency requirements set by the Arizona Legislature; develops manuals.
5. Develops and implements revisions to policies and procedures regarding various programs based on federal and state mandates.
6. Establishes, updates and maintains manual and automated filing systems for confidential and administrative files.
7. Serves as liaison between DPS and criminal justice agencies to coordinate services or resolve problems and facilitate the flow of information regarding the ACJIS/NCIC databases and the application of mandated requirements.
8. Analyzes topic papers and proposed network changes and makes recommendations to management regarding changes or enhancements to the computerized network.
9. Reviews external agencies' operational procedures, documentation and case files and provides assistance in the development and documentation of agency training standards, strategies and activities.
10. Remains current on job-specific procedures, laws, rules, regulations and legislation through training courses, meetings, publications or research.

ACJIS Compliance Specialist:

1. Conducts on-site operational compliance audits and criminal history reporting reviews of criminal justice agencies statewide to fulfill federal and state mandates.
2. Conducts, documents and interprets off-line log searches to assist in operational audits and administrative review for internal investigations and possible violations of the National Crime Information Center (NCIC)/ACJIS networks.

3. Researches allegations of ACJIS/NCIC network misuse to ensure compliance with established security and dissemination requirements.
4. Coordinates with unit members to schedule meetings, site inspections, audit trips and training; directs the work of program-related personnel.
5. Conducts statewide security compliance inspections to coordinate initial agency access and equipment changes. Reviews and processes requests for ACJIS Line Fund monies; evaluates and submits requests for Originating Agency Identifiers (ORI).
6. Coordinates projects to interface user agency's computer system programs with the ACJIS network; facilitates installation of computer equipment or circuits to provide timely completion of work.
7. Coordinates and participates in User Advisory and Technical Users Groups seminars to provide notification of ACJIS/NCIC network changes or issues.
8. Researches and initiates data processing requests to modify computer systems, generate special requests or provide specialized data reports; determines feasibility of modifying/enhancing existing programs.
9. Develops various forms, research instruments, reports or other correspondence to meet assignments or provide or gather data.
10. Serves on Department task forces to provide input and exchange information regarding assigned work unit issues.
11. Briefs criminal justice management on audit/review findings and recommends training programs to ensure compliance with federal and state mandates.
12. Coordinates communications of criminal justice agencies affected by an ACJIS network outage.
13. Gathers, summarizes and analyzes statistical information and data in order to evaluate trends and sources of problems. Establishes data quality statistics and degree of accuracy and reliability.

<u>ACJIS Instructor:</u>

1. Plans, organizes and coordinates classes of Arizona law enforcement and criminal justice agency sworn and civilian personnel statewide in the access and use of automated criminal justice information systems.
2. Instructs and evaluates classes and instructors to ensure training is provided in accordance with federal and state laws, rules and regulations.
3. Evaluates course materials, delivery and content to determine if course performance objectives are met and content and applicability of training program is current and in compliance with state and federal guidelines.
4. Develops, implements and modifies program curriculum, content and/or materials for existing and new training programs.
5. Provides quality control of various reports or actions by law enforcement and criminal justice agencies to ensure compliance with state and federal laws, rules and regulations.
6. Analyzes, distributes and compiles technical and operational updates from NCIC to ensure that the control terminal agency is in compliance; determines what changes are necessary to ensure continued compliance.
7. Assists in research, analysis or implementation of new and revised criminal justice information systems.
8. Presents details of the unit training programs to NCIC auditors.

9. Gathers information from user agencies regarding the use of the ACJIS network; researches user problems; recommends changes or improvements in the ACJIS system or procedures.
10. Consults with training facilitators statewide to monitor training activities, regional issues, needs and requests.
11. Tests programming documents problems and conveys necessary changes of computerized databases in order to ensure information is accurate and accessible to authorized users.
12. Creates and modifies state level Terminal Operator Certification tests for certification and proficiency in the use of the ACJIS/NCIC networks.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. business English, spelling, grammar and punctuation required to produce and proofread written complex documents.
2. records management systems (both automated and paper files) to ensure accurate maintenance of files and ease of retrieval.
3. report writing in order to produce statistical or technical reports in an appropriate format.
4. modern office practices, procedures and equipment to perform office functions in an efficient manner.

SKILL IN:
1. in the use of computer keyboard devices.
2. computer software programs.

ABILITY TO:
1. effectively communicate both orally and in writing at all levels.
2. identify problems, analyze alternatives and develop feasible recommendations.
3. interpret and apply moderately difficult to complex written information.
4. proofread, edit, reconcile inaccuracies or verify documents or statistical material in order to make appropriate corrections or determine compliance with policies and procedures.
5. conduct research, gather information and analyze a wide variety of data and statistics to complete reports and assignments.
6. set short and long range plans or goals for programs and projects.
7. compose written material for different levels of readership.
8. use discretion in the dissemination of oral and written communication in order to safeguard confidential or sensitive information.
9. work under minimal supervision and make independent decisions.
10. perform detailed work with a high degree of accuracy.
11. organize, prioritize and perform multiple tasks to complete job functions in an orderly, efficient manner.
12. complete assignments within a designated deadline.
13. develop, lead or participate in teams or workgroups.
14. adapt to changing priorities.
15. establish and maintain effective working relationships with those contacted in the course of assignment.
16. make oral presentations to individuals or groups.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

MINIMUM QUALIFICATIONS:
Requires four (4) years of administrative support, research or analytical experience, one (1) of which must be in computer-based confidential databases or training, **OR** any combination of education and administrative support, research or analytical experience including one (1) year in computer-based confidential databases or training to total four (4) years.
Must possess and maintain a valid Arizona driver license.
Statewide travel is required to perform certain work functions.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

NOTE: One year of work experience is equivalent to thirty (30) semester hours of coursework from an accredited college or university.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: February 3, 2001
Revision Date(s): July 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

ADMINISTRATIVE ASSISTANT – Class Code 5400

SUMMARY STATEMENT:

Responsible for a variety of coordinative and administrative support functions such as researching information, compiling data, preparing reports, monitoring and tracking of the budget, coordinating projects/programs, making recommendations and resolving complaints and problems. Performs related duties as assigned. This is a competitive classification.

The Administrative Assistant differs from the Administrative Services Officer in that the Administrative Assistant performs administrative support and coordinative services and may supervise clerical personnel whereas the Administrative Services Officer primarily performs journey-level analytical and professional services and may supervise clerical and administrative support personnel.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Coordinates, monitors and provides assistance with research/staff studies, programs, projects, grants and/or budgets.
2. Prepares, composes, updates, monitors and edits a variety of internal and external correspondence, forms, reports, manuals, leases, contracts and funding requests.
3. Prioritizes and tracks time-sensitive events and assignments to ensure timely completion.
4. Establishes, updates and maintains manual and automated filing systems to store and track records/information.
5. Plans, organizes and/or participates in meetings, conferences, seminars and other events to provide and/or receive information relevant to work assignments and programs.
6. Evaluates and recommends needs for required products, services, and/or additional funding.
7. Assists and/or prepares graphic presentations to improve information sharing and comprehension.
8. Researches, recommends and participates in job-related training courses to enhance skills and productivity.
9. Trains personnel in various subjects related to assigned area's operations (e.g., computer software/hardware, polices and procedures, forms, etc.).
10. Creates, maintains, updates and tracks confidential files/information ensuring accuracy and completeness.
11. Services public requests for various licenses and certifications, which may include fingerprinting, photographing and applications reviews.
12. Responds to requests from attorneys and other government agencies to accommodate their needs in accordance with DPS policy, state and federal laws.
13. Researches, compiles, analyzes and summarizes data to provide accurate information for audits, briefs, reports, contracts, correspondence, presentations and/or meetings; and to maintain program goals and/or strategic plans.
14. Researches and reviews applicable laws and regulations to ensure compliance within a variety of work assignments.

15. Conducts evaluations of current and/or future needs of the work assignment and provides recommendations.
16. Reports project/program status (e.g., administrative issues, balances and funding) to management.
17. As required, under direction, represents the Department on various committees and task forces, and/or acts as liaison between the Department and other agencies or organizations.
18. Resolves complaints and problems by interpreting departmental policies and regulations.
19. May supervise and review the work of clerical support staff.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. basic accounting principles required to reconcile and balance financial records.
2. the rules of English grammar and composition to prepare, review and edit documents.
3. planning and research principles and practices.
4. local, state and federal laws and regulations applicable to assignment.
5. records management systems (both manual and automated).

SKILL IN:
1. composing, editing and proofreading a variety of correspondence, reports or forms.
2. the use of computer keyboard devices.
3. the use of computer software programs.

ABILITY TO:
1. independently perform administrative assignments with a high degree of accuracy and under minimal supervision.
2. organize, prioritize and perform multiple tasks concurrently.
3. exercise good judgement in safeguarding confidential or sensitive information.
4. understand written and verbal instructions to complete assigned tasks accurately.
5. calculate mathematical problems of moderate difficulty.
6. establish and maintain effective working relationships with those contacted in the course of assignment.
7. research and reconcile inaccuracies and errors in documents, computer printouts and other written materials.
8. read, comprehend, and interpret written materials of moderate to complex difficulty.
9. effectively communicate both orally and in writing.
10. identify problems and analyze alternatives to develop viable recommendations for projects and assignments.
11. independently make decisions when required and exercise initiative when appropriate.
12. develop feasible short and long range plans and goals to project and develop programs and projects.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.
May be required to travel to perform certain work functions.

MINIMUM QUALIFICATIONS:
Requires three (3) years of increasingly difficult and responsible experience involving the use of personal computers and database software **OR** any combination of increasingly difficult and responsible experience involving the use of personal computers and database software and related education from an accredited college or university to total three (3) years.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Note: One (1) year of work experience is equivalent to thirty (30) semester hours of coursework from an accredited college or university.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: June 21, 1996
Revision Date(s): July 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

ADMINISTRATIVE MANAGER – Class Code 5404

SUMMARY STATEMENT:

Plans, directs and manages through subordinate supervisors, staff engaged in administrative support activities of the Department's mission by analyzing, installing, improving, and operating management, administrative, and financial systems and controls; is responsible for managing a major subdivision of the Department; making presentations before the Department's executive staff, legislative and executive branches of State government, and public/community organizations; incumbents are expected to self-generate assignments through anticipation of Departmental problems and general awareness of Departmental needs; and performs other duties as required. An Administrative Manager exercises independent judgment and initiative in representing the functional program, the Department and the State of Arizona. This may be a competitive classification or a special duty assignment.

The Administrative Manager differs from the Administrative Service Manager in that the Administrative Manager has broad managerial responsibilities over a large, usually multi-functional area, typically at the Bureau level, whereas the Administrative Service Manager has management responsibilities for a specific service within the Department.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Manages through subordinate supervisors and directs staff activities to provide timely services to other work units throughout the Department and ensure efficient daily operation of the work unit and accountability and adherence to applicable laws, policies and procedures.
2. Supervises the work unit and personnel, which includes: interviewing prospective employees; providing and/or recommending training; coordinating, scheduling and assigning work product; establishing performance measures, goals, objectives and priorities; evaluating work performance; providing feedback, direction and guidance; keeping personnel abreast of new or revised information; answering questions; and recommending and/or implementing personnel actions. Prioritizes and assigns tasks and projects to staff; tracks and reviews work progress.
3. Coordinates and monitors subordinate programs and projects to attain goals and objectives of the work unit.
4. Directs the development, design, re-design, implementation and enhancement of manual and automated systems to enhance customer service and employee productivity.
5. Serves on committees and task forces to provide input and exchange information, and perform the functions of the committee.
6. Participates in research or staff studies to provide information, determine the efficiency of programs and ascertain whether improvements are needed.
7. Attends meetings or conferences to obtain or disseminate information regarding assigned work unit issues and programs.
8. Conducts briefings to management or other executives to report information and answer questions.
9. Conducts needs assessments of user requirements to determine current and future needs (e.g., for updated equipment, programs, etc.) and develop and/or revise programs specific to assigned work unit.

10. Prepares and administers plans in conjunction with legislative action, administrative procedure and joint action groups to provide framework for accomplishment of missions.
11. Represents the Department at public hearings, meetings, committees or task forces to present evidence or information, or support the Department's interests.
12. Serves as liaison between work units, bureaus, or the Department and other agencies and associations to investigate and resolve problems, facilitate proper flow of information, etc.
13. Participates in setting long-range plans for the Department.
14. Develops policies and procedures to outline employee responsibilities and correct actions to be taken.
15. Analyzes information to draw valid conclusions and support decision-making, recommendations and/or program or project initiation; and effectively integrate applicable information into planning processes.
16. Coordinates and reviews work progress and final product of research, staff studies and projects to develop management information and reports to improve programs.
17. Analyzes and reviews regulations and laws applicable to program assignment to ensure compliance with state and federal statutes.
18. Manages a computerized database of confidential information to maintain integrity of information and establish good relationships with users of the database.
19. Tracks time-sensitive events to meet deadlines.
20. Analyzes congressional and legislative actions to assess impact on plans and projects according to federal and state acts and Department General Orders.
21. Reviews and recommends approval, modification or rejection of proposals to ensure conformance with federal and state guidelines.
22. Determines purchases for capital improvements to continue operation of assigned work unit.
23. Reviews and oversees contracts, agreements, and/or leases to ensure service is in compliance with the contract and to verify accuracy of figures.
24. Directs procurement of services, supplies and equipment to support assigned functions.
25. Monitors and approves the expenditure of funds, both appropriated and non-appropriated, to ensure proper financial procedures have been followed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. business English, spelling, grammar and punctuation required to produce analytical and technical reports in appropriate format.
2. business law regarding contracts and sales agreements to prepare agreements between the Department and other agencies for loan or sale of equipment.
3. crisis management techniques required to effectively manage emergency situations.
4. federal, state and local programs and resources regarding area of assignment required to develop polices and procedures for administration of programs.
5. fiscal management and budgetary preparation and control required to administer a budget.
6. law enforcement terminology to interpret, provide and disseminate information and prepare written documents.
7. operational analysis and decision-making techniques for resource allocation and organizational effectiveness.
8. planning and research principles and practices, including operational and long-range strategic planning required for the implementation and success of programs and projects.
9. principles and practices of administration in the areas of planning, organizing and directing programs.
10. public information laws regarding the dissemination of information to the public.

11. staff study techniques emphasizing issues and solutions for effective organizational performance.
12. state and federal statutes, laws and regulations related to the work unit.
13. principles and practices of supervision.
14. team concepts (e.g., team building, leadership, participation and group problem solving techniques).
15. technical aspects of writing contracts, bids and proposals required to prepare documents accurately.
16. training program development, needs assessment and analysis, monitoring and evaluation methods and control systems required to establish and monitor programs.

SKILL IN:

1. developing, leading and participating in teams and work groups to formulate a team approach to problem solving and plan development.
2. interviewing for the purpose of recommending staff selections.
3. the use of computer software programs.
4. the use of keyboard devices.

ABILITY TO:

1. accurately interpret Department policies and procedures to provide and clarify information.
2. analyze and interpret financial data to determine and project budget needs.
3. effectively communicate orally and in writing at all levels.
4. compile, calculate, correlate, integrate, analyze and portray statistical data to prepare statistical reports.
5. develop and revise policies and procedures applicable to assigned work area.
6. develop technical and operational specifications for programs and automated systems.
7. develop, monitor and manage a budget to ensure expenditures remain within allocated funding.
8. direct and manage a professional, multi-disciplined staff.
9. establish and maintain effective working relationships with those contacted in the course of assignment.
10. exercise good judgment in safeguarding confidential or sensitive information.
11. identify problems and analyze alternatives to develop viable recommendations for projects and assignments.
12. independently perform detailed administrative assignments of a difficult nature with a high degree of accuracy.
13. interpret, analyze and evaluate available data and make decisions concerning complex and comprehensive operational problems.
14. monitor trends, forecast change, identify future agency needs and initiate change to ensure effective long-range planning.
15. negotiate contract terms and conditions to achieve desired Department goals and objectives.
16. plan, coordinate and organize meetings, conferences, seminars and events for groups.
17. prepare budget and cost estimates to determine necessary funding for assigned area budget through projections.
18. read, comprehend, and interpret complex written materials.
19. speak before groups to provide information or explain policies, procedures and programs.
20. work within stringent deadlines to complete assignments within a restricted time period.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Office setting.

MINIMUM QUALIFICATIONS:
Requires three (3) years experience as an Administrative Service Manager or Administrative Supervisor in the Arizona Department of Public Safety with an overall performance rating of at least "standard" in the last 12 months and a Bachelor's degree from an accredited college or university in public or business administration or a related field **OR** a Bachelor's degree from an accredited college or university in public or business administration or a related field and five (5) years of professional administrative experience, two (2) years of which must be in a supervisory position.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: September 26, 1996
Revision Date(s): July 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

ADMINISTRATIVE SECRETARY – Class Code 4706

SUMMARY STATEMENT:

Responsible for a wide variety of duties word processing, preparing minutes, reports and correspondence, maintaining accurate and detailed records and files, greeting visitors, telephone reception and scheduling appointments and meetings. Performs related duties as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Prepares typed copy (e.g., correspondence, minutes, memoranda, briefs, agendas, contracts, reports, etc.) from written or oral information in order to produce error free documents.
2. Screens incoming telephone calls in order to provide assistance or refer call to appropriate staff member.
3. Composes correspondence from rough draft and transcription tapes regarding a wide variety of subjects
4. Enters information (e.g., investigations, evaluations, call signs, inventory, etc.) into a computerized tracking system in order to originate, update, reconcile, transfer and track data.
5. Researches purchase options and/or payment information in order to purchase necessary supplies and equipment, complete forms, reconcile errors and ensure accuracy of document information.
6. Manages assigned unit's mail; screens incoming correspondence in order to refer correspondence to appropriate staff member for response and prepares unit's outgoing mail for pick-up.
7. Greets visitors (e.g., Department personnel, other state or law enforcement agency personnel and the general public) in person in order to provide assistance or refer to appropriate staff member.
8. Reviews and proofreads a variety of information to ensure accuracy of information, consistency with administrative policy, format, and working and grammatical correctness.
9. Gathers and summarizes data for briefs, reports, and correspondence from computerized tracking system and manual files in order to provide accurate information.
10. Queries Electronic Mail System (EMS) and/or Lotus Notes in order to obtain information for section personnel.
11. Assesses whether callers and/or visitors should have access to information being requested in order to ensure that confidential information is disseminated to authorized persons only.
12. Orders offices supplies, repair services, plaques and awards; tracks and picks up orders.
13. Processes time and activity records for district, section, bureau or division to ensure timely entry of records of time worked and activities performed by employees.
14. Establishes, updates and maintains manual filing systems and computer software programs (e.g., databases and spreadsheets) to track information (e.g., encumbrances regarding budget, grants, appropriated funds, subpoenas, property/evidence disposition authorizations, reports and correspondence, equipment usage, meetings, assignments, supplies, etc.).
15. Remains current on modern office and job-specific procedures through job-related training courses in order to apply appropriate methodologies.

16. Prepares various forms and requests (e.g., PARs, purchase requisitions, travel requests, etc.).
17. Schedules meetings and appointments for administrator/section personnel in order to ensure availability, prioritize schedules and avoid scheduling conflicts.
18. Transcribes reports, minutes, search warrants, correspondence, affidavits, interviews, etc. from dictation tapes in order to provide written information.
19. Assists unit personnel in the use of computer software/hardware and forms.
20. Processes cycle and quarterly overtime for assigned work unit.
21. Explains time and activity, overtime and industrial leave policies in order to coordinate work functions and provide information for employees.
22. Prepares/distributes bulletins and newsletters regarding a wide variety of subjects.
23. Responds to public record requests in order to accommodate attorneys, law enforcement officials, subpoenas and media in accordance with public record guidelines.
24. May direct and review the work of or supervise district/section personnel to ensure that assigned tasks are completed accurately and in a timely manner.
25. Prepares and coordinates payment of billings to companies who use the services of off-duty officers.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. business English, spelling, grammar and punctuation required to produce and proofread simple written documents.
2. modern office practices, procedures and equipment required to perform office functions in an efficient manner.
3. records management systems (both automated and paper files) to ensure accurate maintenance of files and ease of retrieval.
4. basic accounting principles required to reconcile and balance financial records.

SKILL IN:

1. the use of computer software programs.
2. the use of computer keyboard devices.

ABILITY TO:

1. organize, prioritize and perform multiple tasks to complete job functions in an orderly, efficient manner.
2. greet visitors in person in a courteous, professional and efficient manner.
3. work independently with minimal supervision.
4. establish and maintain effective working relationships with those contacted in the course of assignment.
5. effectively communicate orally and in writing for the purpose of obtaining and disseminating information.
6. read, comprehend, and interpret complex written materials.
7. understand written and verbal instruction to complete assigned tasks accurately.
8. calculate mathematical problems involving addition, subtraction, multiplication and division of moderate difficulty.
9. perform detailed work with a high degree of accuracy.
10. work within stringent deadlines.

11. exercise good judgement in safeguarding confidential or sensitive information.
12. take/transcribe minutes, letters, memos, etc. to provide written documentation of information.
13. answer incoming calls in a courteous and professional manner.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

MINIMUM QUALIFICATIONS:
Requires three (3) years of increasingly responsible secretarial experience; **OR** 60 semester hours (or equivalent quarter hours) from an accredited college or university and one (1) year of increasingly responsible secretarial experience.
Must type a minimum of 60 net words per minute.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: February 3, 2001
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

ADMINISTRATIVE SERVICE MANAGER – Class Code 5403

SUMMARY STATEMENT:

Manages the operation of a specialized service of the Department performing such functions as supervision of subordinate personnel; administration of daily operations of the work unit; performance of independent research studies, as well as, participation in group research studies; analyzing and recommending changes to the work unit policies, procedures and practices. Performs related duties as assigned.

The Administrative Service Manager differs from the Administrative Supervisor in that the Administrative Supervisor typically has responsibility for a program or unit of the Department, budgetary responsibilities, and supervises clerical and professional/analytical personnel, whereas the Administrative Service Manager has full management responsibilities for a designated service with significant impact on the Department. The Administrative Service Manager differs from the Administrative Manager in that the Administrative Manager has broad managerial responsibilities over a large, usually multi-functional segment of the Department, typically at the Bureau level. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Serves as a liaison between the Department and other agencies/associations to investigate and resolve problems, and facilitate the proper flow of information. Represents the Department and/or State of Arizona in public hearings, meetings, committees or task forces to present evidence or information, to support the Department's interests, provide input and exchange information, and perform the functions of the committee (e.g., policy writing, analysis of recommendations, problem solving, etc.).
2. Manages, through subordinate supervisors, and directs staff activities to provide timely services to other work units throughout the Department and ensure efficient daily operation of the work unit and accountability and adherence to applicable laws, policies and procedures.
3. Conducts briefings to management and/or other executives to report information and answer questions regarding assigned program(s).
4. Interprets and disseminates information (e.g., time and activity, overtime, leave policies, statutes, laws, administrative rules, general policies and procedures, etc.).
5. Supervises the personnel of the work unit, which includes: interviewing prospective employees; providing and/or recommending training; coordinating, scheduling and assigning work product; establishing performance measures, goals, objectives and priorities; evaluating work performance; providing feedback, direction and guidance; keeping personnel abreast of new or revised information; answering questions; and recommending and/or implementing personnel actions.
6. Performs various budgetary functions of the work unit including: monitoring, and analyzing the operating budget for assigned programs (e.g., state appropriations, federal grants and RICO monies); projecting future billings; monitoring and approving expenditures of funds; directing the payment of invoices; supervising the processing of purchase requisitions and purchase orders; managing open purchase orders; and auditing various accounts to ensure accuracy and compliance in the handling and use of funds.

7. Evaluates internal and external operations to determine efficiency and compliance with policies and procedures.
8. Gathers, summarizes and analyzes a variety of information to provide accurate information for briefs, reports and correspondence; to draw valid conclusions in support of decision-making recommendations and/or program initiation; to effectively integrate applicable information into planning processes; and to make projections and recommendations to assist management in developing planning strategies and efficient use of funds.
9. Supervises the design, direction, coordination and daily operation of services and programs specific to the work unit to ensure timely delivery of services.
10. Coordinates and monitors subordinate programs and projects to attain goals and objectives of the work unit.
11. Develops and updates policies and procedures for assigned program.
12. Recommends changes and improvements to management regarding program policies and issues to improve productivity.
13. Conducts needs assessment of user requirements to determine current and future needs (e.g., for updated equipment, programs, etc.) and develop and/or revise programs specific to assigned work unit.
14. Directs and participates in, research/staff studies to provide information, determine the efficiency of programs and ascertain whether improvements are needed.
15. Designs research projects to define problems. Sets objectives and selects appropriate research methodology.
16. Reviews and recommends approval, modification or rejection of proposals to ensure conformance with federal and state guidelines.
17. Participates in setting long-range plans for the Department.
18. Tracks and reviews work progress and final work product to assure accurate and timely completion of work.
19. Prepares various reports (e.g., monthly activity, budgetary, financial, statistical, etc.) to provide accurate information, to make projections and recommendations, and to identify trends.
20. Prepares, processes and distributes various forms and written material to provide information, initiate a specific action and/or make a request. Reviews and proofreads documents to ensure completeness, accuracy and compliance with Department standards.
21. Remains current on job-specific procedures through training courses, professional organizations, books, magazines, etc. to apply appropriate methodologies. Reviews technical research papers, reports and data trends to develop innovative approaches to problem solving and program countermeasures.
22. Manages contracts to secure services and goods for assigned service. Reviews and oversees contracts, agreements, and/or leases to ensure compliance of contract and accuracy of figures.
23. Approves purchases and capital improvements to continue operation of assigned service. Manages cost options to purchase necessary supplies and equipment at most cost effective price.
24. Approves reduction of expenditures authorizing transfer of funds from revenue accounts to expenditure accounts.
25. Reviews and analyzes files and documents to ensure completeness and accuracy.

26. Directs the development, design, re-design, implementation and/or enhancement of computerized systems applicable to assigned program to enhance customer service and employee productivity.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. operational analysis and decision-making techniques for resource allocation and organizational effectiveness.
2. principles and practices of administration with reference to planning, organizing and directing a comprehensive administrative service and associated programs.
3. the theories, principles and practices of planning for program/project development.
4. the principles and practices of policy and procedural development.
5. budget development and administration.
6. fiscal management and budgetary preparation and control required to administer a program budget.
7. primary financial records required to complete entries and financial transactions.
8. the principles and practices of advanced mathematics, accounting and statistics.
9. state and federal statutes, laws and regulations applicable to the area of assignment.
10. federal, state and local programs and resources regarding the work area required to develop polices and procedures for administration of the service.
11. the principles and practices of supervision.
12. training methods and principles.
13. principles and practices of team performance and management.
14. the rules of English grammar and composition to prepare, review and edit complex documents.
15. report writing techniques required to produce analytical and technical reports in appropriate format.
16. publications relevant to the assigned work area for the purpose of obtaining and disseminating information.
17. modern office practices, procedures and equipment required to perform office functions in an efficient manner.
18. records management systems (automated and manual files).

SKILL IN:

1. composing, editing and proofreading a variety of correspondence, reports and forms.
2. developing, leading and participating in teams and work groups for formulating a team approach to problem solving and plan development.
3. the application of problem-solving techniques.
4. the use of computer software programs.
5. the use of computer keyboard devices.

ABILITY TO:

1. exercise sound judgement in safeguarding confidential or sensitive information.
2. independently perform detailed administrative assignments of a difficult nature with a high degree of accuracy.

3. independently make decisions and take appropriate action to administer programs and supervise staff.
4. evaluate programs and services, identify problems and analyze alternatives.
5. organize, prioritize and perform multiple tasks.
6. work within stringent deadlines to complete projects and assignments.
7. direct and manage a multi-disciplined staff.
8. develop feasible short- and long-range plans and goals to project and develop programs and projects.
9. establish and maintain effective working relationships with those contacted in the course of assignments.
10. effectively communicate orally and in writing with all levels.
11. read, comprehend, and interpret complex written materials.
12. make presentations to small and large audiences.
13. accurately interpret policies and procedures to provide and clarify information.
14. research, gather, manipulate, analyze and evaluate information and statistics.
15. develop, manage and monitor a budget.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

ADDITIONAL REQUIREMENTS:
May be required to travel to perform certain work functions.

MINIMUM QUALIFICATIONS:
Requires one (1) year as an Administrative Supervisor with DPS with an overall performance rating of at least "standard" in the last 12 months **OR** any combination of professional analytical experience in the specialized service area of assignment and education to total six (6) years.

NOTE: One (1) year of work experience is equivalent to thirty (30) semester hours of course work from an accredited college or university.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: September 26, 1996
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

ADMINISTRATIVE SERVICES OFFICER – Class Code 5401

SUMMARY STATEMENT:

Performs moderate to difficult administrative and analytical work in a staff capacity in areas such as administrative services, budget analysis, grants administration, contracts administration, management analysis and research analysis. Performs related duties as assigned. This is a competitive classification.

The Administrative Services Officer differs from the Administrative Supervisor in that the Administrative Services Officer primarily performs journey-level analytical and professional services and may supervise clerical and administrative support personnel, whereas the Administrative Supervisor typically has responsibility for a program or unit of the Department, budgetary responsibilities, and supervises clerical and professional/analytical personnel. The Administrative Services Officer differs from the Administrative Assistant in that the Administrative Assistant performs administrative support and coordinative services, and may supervise clerical personnel.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Develops, coordinates, analyzes and monitors programs, projects, contracts, grants, overtime limits, funds, budgets and/or budget projections applicable to the work unit.
2. Prepares, processes and reviews written documents pertaining to work unit (e.g., correspondence, personnel action requests, requisitions, travel requests and claims, requests for proposals, leases, contracts, funding requests, bid specifications, requests for reimbursement, billing statements, etc.) to ensure compliance with applicable laws, policies and procedures.
3. Researches, gathers, summarizes and analyzes data to provide accurate information for briefs, reports, contracts, grant proposals, correspondence and presentations; to develop, evaluate and project program goals and/or strategic plans; and to develop and propose recommendations.
4. Tracks time-sensitive events and assignments to ensure timely completion.
5. May supervise clerical and administrative support personnel and the functions of the work unit, which includes: interviewing prospective employees; providing and/or recommending training; coordinating, scheduling and assigning work product; establishing performance measures, goals, objectives and priorities; evaluating work performance; providing feedback, direction and guidance; keeping personnel abreast of new or revised information; answering questions; and recommending and/or implementing personnel actions.
6. Maintains various records in compliance with applicable retention schedules.
7. Develops, reviews and reconciles program reports (e.g., budgetary, financial, statistical, performance, etc.).
8. Develops and maintains automated systems to update and track information.
9. Reports information to management regarding project status and program issues (e.g., balances, funding, administrative issues, etc.) and/or presents recommendations related to the work unit.

10. Participates in and conducts research projects, audits and/or inspections to provide information, make recommendations and procedural changes, and ensure compliance.
11. Resolves procedural and administrative problems and/or contract discrepancies, and answers questions regarding programs, projects, funds, budgets and/or budget projections pertaining to work unit.
12. Prepares graphic presentations (e.g., matrices, charts, graphs, spreadsheets, tables, and time lines) to improve information presentation and comprehension.
13. Conducts needs assessments (e.g., program, equipment, staff, etc.) to determine current and future needs, and to provide recommendations.
14. Researches, analyzes, interprets and reviews regulations, laws, policies and procedures applicable to program assignment to determine conflicts and ensure compliance.
15. Reviews research papers, analytical reports, programs and/or data trends to develop innovative approaches to problem solving and program evaluations, and to make recommendations.
16. May coordinate, direct and review the work of others, internal and/or external, in order to ensure that assigned tasks are completed accurately and in a timely manner.
17. Represents the Department on committees and task forces. Acts as a liaison between the Department and other agencies or organizations to investigate and resolve problems, exchange information and/or address similar needs.
18. Initiates, develops and evaluates program proposals/needs to obtain required products, services and/or additional funding.
19. Develops and updates policies and procedures applicable to the assigned work unit.
20. Develops, plans, conducts and attends meetings, conferences, seminars and other events to exchange information and/or address needs and concerns.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. planning and research principles and practices.
2. principles and practices of public administration.
3. program and project management.
4. principles of policy formation.
5. the rules of English grammar and composition to prepare, review and edit documents.
6. principles and practices of basic mathematics, accounting and statistics.
7. principles and practices of team performance and management.
8. modern office practices, procedures and equipment required to perform office functions in an efficient manner.
9. local, state and federal laws and regulations applicable to assignment.
10. records management systems (automated and manual).

SKILL IN:

1. composing, editing and proofreading a variety of correspondence, reports and forms.
2. the application of problem-solving techniques.
3. the use of computer software programs.
4. the use of computer keyboard devices.

ABILITY TO:

1. interpret and summarize complex written and oral information.
2. exercise initiative and make independent decisions.
3. work under stringent deadlines.
4. organize, prioritize and perform multiple tasks.
5. gather, manipulate, interpret and present statistical data.
6. independently perform detailed work of a difficult nature with a high degree of accuracy.
7. establish and maintain effective working relationships with those contacted in the course of assignments.
8. make presentations to small and large audiences.
9. effectively communicate orally and in writing at all levels.
10. exercise sound judgment in safeguarding confidential or sensitive information.
11. review the work product of others for content, accuracy and conformity.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.
May be required to sit for extended periods of time.

ADDITIONAL REQUIREMENTS:
May be required to travel to perform certain work functions.

MINIMUM QUALIFICATIONS:
Requires three (3) years of experience as an Administrative Assistant with DPS; **OR** any combination of administrative support experience and related education from an accredited college or university to total four (4) years.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

NOTE: One (1) year of work experience is equivalent to thirty (30) semester hours of course work from an accredited college or university.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: May 3, 1996
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

ADMINISTRATIVE SUPERVISOR– Class Code 5402

SUMMARY STATEMENT:

Supervises the operation of a small segment of the Department and performs such functions as supervision of professional/analytical and clerical personnel; administration of daily operations of the work unit; performance of independent research studies as well as participation in group research studies; analyzing and recommending changes to the work unit policies, procedures and practices. Performs related duties as assigned. This is a competitive classification.

The Administrative Supervisor differs from the Administrative Service Manager in that the Administrative Supervisor typically has responsibility for a program or unit of the Department, budgetary responsibilities, and supervises clerical and professional/analytical personnel, whereas the Administrative Service Manager has full management responsibilities for a designated service with significant impact on the Department. The Administrative Supervisor differs from the Administrative Services Officer in that the Administrative Supervisor typically has responsibility for a program or unit of the Department, budgetary responsibilities, and supervises clerical and professional/analytical personnel, whereas the Administrative Services Officer primarily performs journey-level analytical and professional services and may supervise clerical and administrative support personnel.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Performs the supervisory function of the work unit, which includes interviewing prospective employees; providing and/or recommending training; coordinating, scheduling and assigning work product; establishing performance measures, goals, objectives and priorities; evaluating work performance; providing feedback, direction and guidance; keeping personnel abreast of new or revised information; answering questions; and recommending and/or implementing personnel actions.
2. Coordinates and monitors programs and projects for assigned work unit to establish goals and objectives, track effectiveness and ensure compliance with applicable state and federal laws, Department General Orders and policies and procedures.
3. Recommends changes and improvements to management regarding work unit policies and issues to improve productivity.
4. Develops and updates policies and procedures for assigned work unit to outline employee responsibilities and correct actions to be followed.
5. Manages daily design, direction and coordination of operations, services and programs specific to assigned work unit.
6. Serves in the absence of the section manager.
7. Gathers and summarizes data; prepares informational reports to provide accurate and varied information.
8. Analyzes information to draw valid conclusions in support of decision-making, recommendations and/or program or project initiation.
9. Coordinates and reviews work progress and final product of research, staff studies and projects to develop management information reports and to improve programs.
10. Reviews and analyzes files and documents to ensure completeness and accuracy and compliance with Department standards.

11. Prepares and distributes written communications (e.g., bulletins, newsletters, etc.) to inform and update employees of new or revised information.
12. Composes correspondence on a variety of subjects.
13. Tracks time-sensitive events to meet deadlines.
14. Designs, participates in and conducts research projects and staff studies to define problems, provide information, set objectives, determine the efficiency of programs and ascertain whether improvements are needed.
15. Participates in the setting of long-range plans for the Department.
16. Prepares various forms to provide information, initiate a specific action or to make a request.
17. Analyzes and reviews rules and regulations applicable to assigned work unit to ensure compliance with state and federal statues; interprets for Department personnel.
18. Attends meetings and conferences to obtain or disseminate information regarding assigned work unit issues and programs.
19. Serves as a liaison between the Department and other agencies and associations to investigate and resolve problems and facilitate the proper flow of information.
20. Conducts briefings to management or to others to report information and answer questions regarding assignments.
21. Represents the Department and/or State of Arizona at public hearings, meetings or on committees or task forces to present and exchange information or support the Department's interests.
22. Makes projections and recommendations for budget specific items by analyzing budget information to assist management in developing planning strategies and efficient use of funds.
23. Monitors and reconciles various records and activities (e.g., expenditures, balances, etc.) to ensure compliance with various standards and funds availability.
24. Directs the procurement of services, supplies and equipment to support Department functions.
25. Remains current on job-specific procedures through training courses, professional organizations, books and magazines.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. business English, spelling, grammar and punctuation required to produce and review complex written documents.
2. report writing required to produce analytical and technical reports in an appropriate format.
3. principles and practices of administration with reference to planning, organizing and directing a comprehensive administrative service.
4. the principles and methods of supervision and training.
5. team concepts (e.g., team building, leadership, participation and group problem solving techniques).
6. basic accounting principles required to reconcile and balance financial records.
7. budget policies and procedures required to develop and administer a budget.
8. statistical and advanced mathematical procedures.
9. records management systems (both computerized and manual files).

SKILL IN:

1. computer software programs.

2. the use of computer keyboard devices.

ABILITY TO:

1. compile, calculate, correlate, integrate, analyze and present budgetary, financial, and statistical data.
2. direct and manage a multi-disciplined staff.
3. effectively communicate both orally and in writing at all levels.
4. read, comprehend and interpret complex written materials.
5. draft and compose written materials having high organizational impact; and/or documents of moderate to complex difficulty.
6. speak before groups to provide information or explain Departmental policies, procedures, and programs.
7. plan, coordinate and organize meetings, conferences, seminars and events for groups.
8. establish and maintain effective working relationships with those contacted in the course of assignment.
9. review, proofread, edit and verify written materials for accuracy in content of information, grammar, calculation, coding and adherence to policies and procedures.
10. exercise good judgement in safeguarding confidential or sensitive information.
11. organize, prioritize and perform multiple tasks to complete job functions in an orderly, efficient manner.
12. independently make decisions and take appropriate action to administer programs.
13. work within stringent deadlines to complete projects and assignments.
14. identify problems and analyze alternatives to develop viable recommendations for projects and assignments.
15. calculate solutions to mathematical problems involving addition, subtraction, multiplication and division.
16. research techniques required for accurately completing research and staff studies.
17. develop, monitor and manage a budget to ensure expenditures remain within allocated funding.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

MINIMUM QUALIFICATIONS:
Requires three (3) years of satisfactory experience as an Administrative Services Officer with the Arizona Department of Public Safety; OR any combination of professional analytical experience and related education from an accredited college or university to total six (6) years.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

NOTE: One (1) year of work experience is equivalent to thirty (30) semester hours of course work from an accredited college or university.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: May 3, 1996
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

AIRCRAFT MECHANIC SUPERVISOR – Class Code 6264

SUMMARY STATEMENT:

Responsible for field and shop repair and maintenance of rotary and fixed-wing aircraft to ensure continued airworthiness. Repairs, overhauls, inspects, maintains, and cleans rotary and fixed-wing aircraft. Performs related work as required. Supervises Aircraft Mechanics and the Aviation Maintenance Assistant, inspects work performed and returns rotary and fixed-wing aircraft to service. The duties and responsibilities of this class are governed by established maintenance schedules, limitations of shop and field maintenance facilities, and Federal Aviation Administration regulations.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Supervises and inspects the work performed by aircraft mechanics and aviation line personnel in order to ensure that maintenance is performed in accordance with Federal Aviation Regulations (FARs), Occupational Safety and Health Administration (OSHA), and Department of Public Safety (DPS) procedures.
2. Maintains FAA Inspection Authorization to meet requirements of classification.
3. Schedules aircraft maintenance to ensure airworthiness of equipment.
4. Orders and maintains parts and tools inventory as needed to meet requirements for timely maintenance performance.
5. Inspects maintenance work on aircraft in order to approve the aircraft's return to service.
6. Troubleshoots aircraft difficulties with pilots and mechanics in order to accurately diagnose and repair problems.
7. Maintains written and computerized maintenance records and logbooks in order to track scheduled aircraft maintenance, ensure compliance with maintenance directives, and meet FAA regulations.
8. Supervises and/or performs required maintenance and repair of aircraft systems and assemblies, including all hydraulic, electrical, and mechanical components.
9. Manages the Aviation Section's progressive maintenance program for the Department's rotary wing fleet of aircraft while supervising and inspecting the work accomplished by other aircraft mechanics.
10. Prepares repair and/or modification estimates of aircraft in order to accurately forecast labor and materials costs.
11. Approves work orders and vendor invoices in order to authorize contract vendor services.
12. Maintains currency of aircraft technical library and ensures dissemination of information to aviation personnel.
13. Develops documentation on FAA Form 337 as required after major aircraft repairs and/or alterations in accordance with FARs and manufacturers' specifications.
14. Prepares bids and specifications as required by the Aviation Commander or administrative assistant for the purchase of aircraft, parts, equipment, or services.
15. Develops budget information in order to plan for fiscal spending needs.
16. Inspects aircraft tools, equipment, and facilities to ensure serviceability, accurate calibrations and safe conditions.

17. Operates aircraft for ground runs, checks and tests as required in the performance of maintenance procedures.
18. Conducts and observes tests and systems checks with pilot during test flights in order to functionally test aircraft systems.
19. Performs mathematical computations to ensure proper aircraft weight and balance data.
20. Maintains airframe and fuselage to control corrosion and preserve appearance.
21. Manages and oversees the Aviation headquarters hangar and maintenance facility, allied shops, parts inventory, tool room and specialty tools, service supplies, specialized maintenance and ground support equipment and building plant equipment.
22. Participates in senior pilot meetings in order to discuss and coordinate current technical information.
23. Develops special equipment or procedures to meet specific DPS operational requirements.
24. Develops regular inspection programs to meet schedule requirements and minimize down time for DPS aircraft.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. Federal Aviation Regulations (FARs) that relate to maintenance procedures, operations, and documentation.
2. the principles and practices of supervision to direct activities of aircraft mechanics and aviation line personnel.
3. management principles to implement and direct a comprehensive aircraft maintenance program.
4. aviation maintenance programs.
5. Occupational Safety and Health Administration regulations.
6. the techniques and procedures employed in quality assurance programs to develop, implement, and conduct a quality assurance program.

SKILL IN:

1. preparing detailed written documents using prescribed formats to prepare repair estimates, FAA reports, maintenance records, log books, budget information, and bid specifications.
2. interpreting complex technical information (e.g., parts manuals, records, manufacturers' specifications, schematics, test data) to troubleshoot aircraft problems, prepare repair/modification estimates, maintain parts and tools inventory, perform repairs, and inspect aircraft.
3. conducting quality assurance and quality control operations.
4. the use of chemicals, detergents, paints, and other elements to control aircraft corrosion.
5. organization and planning to develop a comprehensive aircraft maintenance program.
6. diagnosing, troubleshooting, and repairing aircraft and aircraft systems (i.e., mechanical, electrical, hydraulic, structural) involving the use of sophisticated testing equipment, meters, tools, schematics and diagrams, etc.
7. time management to develop inspection, maintenance, and manpower schedules.
8. performing intermediate mathematical computations (e.g., area, volume, ratio proportion and percentages) to calculate aircraft weight and balances.
9. communicating verbally with pilots and mechanics for the purpose of exchanging technical information.

10. performing aircraft inspections and repairs in accordance with FAA regulations.
11. developing resolutions to operational problems by designing special equipment or procedures.
12. the operation of a personal computer.

ABILITY TO:

1. move items of up to 75 pounds for distances of up to 100 feet to manipulate aircraft parts.
2. respond "on call" to on-site and off-site locations to prepare aircraft for return to service.
3. bend, stoop, and climb as necessary to access aircraft, components, and equipment to make inspections, diagnose malfunctions, and perform repairs.
4. understand and follow established programs and procedures of an aviation unit.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

May be exposed to outdoor weather conditions, fumes or dust, and toxic or caustic chemicals. Exposure to moderate (e.g., light motorized equipment) to loud (e.g., heavy motorized equipment) noise.

MINIMUM QUALIFICATIONS:

All Levels of Aircraft Mechanic Supervisor require:

1. High school diploma or possession of a G.E.D. certificate.
2. Possession of a valid mechanic's license with airframe and power plant ratings issued by the FAA.
3. Possession of a current inspection authorization certificate (IA) issued by the FAA.
4. Possession of a valid Arizona driver license.
5. Possession of a complete set of aircraft mechanic's tools.
6. Experience in the repair and maintenance of turbine helicopters, and/or single and multi-engine turbo-propeller and reciprocating engine fixed-wing aircraft.
7. Absence of violations of FAA regulations.
8. Ability to pass FAA Class III physical (medical) examination without waiver.

In addition to the above requirements, the following qualifications shall also apply:

Requires three (3) years of experience as an Aircraft Mechanic with the Department of Public Safety, or three years of experience as an aircraft maintenance supervisor.
Progression to the next pay level/step requires an overall performance rating of at least “Standard” in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: March 8, 1985
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

AIRCRAFT MECHANIC – Class Code 6260

SUMMARY STATEMENT:

Responsible for field and shop repair and maintenance of helicopters and fixed-wing aircraft to ensure airworthiness. Under general direction, repairs, overhauls, inspects, maintains, cleans, and returns helicopters and fixed-wing aircraft to service; performs related work as required. Assumes the duties and responsibilities of the aircraft supervisor as required. The duties and responsibilities of this class are governed by established maintenance schedules, limitations of shop and field maintenance facilities, and Federal Aviation Administration regulations.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Troubleshoots aircraft malfunctions in order to accurately diagnose and repair problems.
2. Performs required maintenance and repair of aircraft systems and assemblies, including all hydraulic, electrical, and mechanical components, in order to maintain airworthiness of aircraft.
3. Performs inspections of aircraft to determine repair and maintenance work needed, and to recommend the feasibility of repairs.
4. Conducts and observes tests and systems checks with pilot during test flights in order to functionally test aircraft systems.
5. Assists other personnel as required in order to manipulate large, heavy, or awkward aircraft parts (e.g., the removal or replacement of the engine, main transmission assembly, etc.).
6. Maintains airframe and fuselage to control corrosion and preserve appearance.
7. Approves and returns aircraft to service after minor repairs and/or alterations.
8. Maintains logbooks and other records to provide required documentation of aircraft maintenance and repairs.
9. Maintains ground support equipment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. occupational hazards and appropriate safety measures.
2. Federal Aviation Regulations (FARs) to perform and document aircraft maintenance and repair procedures.

SKILL IN:

1. diagnosing, troubleshooting, and repairing aircraft and aircraft systems (e.g., mechanical, electrical, hydraulic, structural) involving the use of sophisticated testing equipment, meters, hand and specialized tools, schematics, etc.
2. interpreting complex technical information (e.g., parts manuals, maintenance manuals, manufacturers' specifications, systems schematics, test data, etc.) to troubleshoot aircraft problems, prepare repair/modification estimates, perform repairs, and inspect aircraft.
3. the use of chemicals, detergents, and paints to control aircraft corrosion.

ABILITY TO:

1. respond "on call" to on-site and off-site locations to perform aircraft repairs.
2. move items of up to 85 pounds for distances of up to 100 feet to manipulate aircraft parts.
3. bend, stoop, and climb as necessary to access aircraft, components, and equipment to make inspections, diagnose malfunctions, and perform repairs.
4. understand and follow established programs and procedures of the aviation unit.
5. prepare detailed written documents using prescribed formats to prepare repair estimates, FAA reports, maintenance records, log books, etc.
6. communicate verbally with pilots and mechanics for the purpose of exchanging technical information.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

May work near moving mechanical parts.
May be exposed to toxic or caustic chemicals.
May be exposed to outdoor weather conditions.
Exposure to loud noise (e.g., heavy motorized equipment).

MINIMUM QUALIFICATIONS:

All Levels of Aircraft Mechanic require:

1. high school diploma or possession of a G.E.D. certificate.
2. possession of a valid mechanic's license with airframe and power plant ratings issued by the FAA.
3. possession of a valid Arizona driver license.
4. possession of a complete set of aircraft mechanic's tools.
5. experience in the repair and maintenance of turbine helicopters, and/or single and multi-engine turbo-propeller and reciprocating engine fixed-wing aircraft.
6. absence of violations of FAA regulations.
7. ability to pass FAA Class III physical (medical) examination without waiver.

In addition to the above requirements, the following qualifications shall also apply:

Requires three (3) years of experience maintaining helicopters and/or fixed-wing aircraft, with responsibility for completing major and minor overhauls to return helicopters and fixed-wing aircraft to flight status.
Progression to the next pay level/step requires an overall performance rating of at least “Standard” in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: May 3, 1996
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

APPLICATIONS DEVELOPMENT SERVICES SUPERVISOR – Class Code 7660

SUMMARY STATEMENT:

Under general direction, the Applications Development Services Supervisor is responsible for work of considerable difficulty in the supervision of the application design and programming functions in a large data processing installation; and performs related work as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Reviews, analyzes, and approves Information System Service Requests to ensure requests are technically feasible, are consistent with Department goals and objectives, will provide new or improved functions to clients, and are cost effective, using technical and business expertise.
2. Manages, through subordinate technical supervisors, Information System professionals responsible for the development and maintenance of automated systems to provide direction and feedback, coordinate projects, maximize resources, and provide automated support to the Department, using knowledge of automated systems.
3. Interacts with Department and outside clients to analyze and determine system automation needs using technical expertise, and interpersonal skills.
4. Plans, organizes, assigns work to, supervises, and reviews the work of subordinate personnel to ensure proper coverage for critical core hours in support of Information System customers and assure quality work is completed on schedule within safe conditions using supervisory skills and techniques.
5. Directs the design, development, implementation and support of D.S. automated systems and/or solutions to ensure effective use of resources and support of Information System customers and meet the requirements of other state and federal agencies using managerial skills and technical expertise.
6. Coordinates and/or conducts research studies and related technical analysis to determine customer needs, feasibility of internal and external automation requests, etc. using mainframe/personal computer hardware and software, technical expertise and written communication skills.
7. Tracks, monitors, and reports on project requests received, pending, and completed, project status, and hours worked per project to manage the overall workload of the Unit and to ensure projects are completed in a timely manner using project management skills and technical expertise.
8. Establishes performance measures, goals, objectives and priorities for subordinate technical and administrative personnel utilizing applicable management principles, and Department General Orders, policies and procedures.
9. Evaluates subordinate employees' work performance to advise staff of requirements and expectations of the position and provide feedback regarding work performance using job performance documentation and evaluation forms.
10. Reviews federal and state legislation, regulations, and proposed regulation changes to determine the impact on existing information systems or the need for new systems using written documents from the legislature and other agencies.

11. Provides technical assistance to committees, task forces, vendors and contractors to resolve problems, suggest changes to interfaces with automated information systems, and ensure the technical feasibility and usefulness of proposed projects involving Department systems using knowledge of Information Systems and existing systems.
12. Prepares and submits grant proposals, grant budgets, and grant reports to obtain and maintain funding for projects using mainframe/personal computer hardware and software.
13. Administers contracts (e.g. outside services, professional, purchase, etc.) to ensure the Department receives the product and/or services agreed upon, using modern office equipment.
14. Identifies staff development needs and develops training programs to provide skills enhancement and improved professionalism of subordinate personnel using principles and practices of staff development, and mainframe/personal computer hardware and software.
15. Serves as a liaison between the Department and other agencies or associations to resolve problems and facilitate the proper flow of information using a mainframe/personal computer, office equipment, and personal contacts.
16. Reviews and submits recommendations on implementation of employee suggestions to ensure technical feasibility, usefulness, cost effectiveness, and compliance with automation standards using technical expertise, mainframe/personal computer hardware and software, and modern office equipment.
17. Initiates disciplinary actions on subordinates whose job performance is unacceptable to provide an opportunity for corrective action and maintain a high performance of staff using knowledge of supervision.
18. Prepares, reviews and analyzes responses to Requests for Proposal and/or Requests for Quotation; and selects the most appropriate contractor, service or product using mainframe/personal computer hardware and software, and technical expertise.
19. Participates in the development of the Department-wide Information Resource Management (IRM) strategic plan to outline automation goals and objectives, major project plans and accomplishments using mainframe/personal computer hardware and software, and knowledge of automation plans and projects.
20. Interviews and selects job applicants for promotion, new hire or contract Information System positions to evaluate applicants' knowledge, skills, and abilities specific to the vacancy using interpersonal skills.
21. Serves in the absence of the section manager to ensure the efficient operation of the section.
22. Leads and/or serves on multi-agency task forces to facilitate the development and implementation of new and/or modified automated systems using technical expertise.
23. Proposes and/or reviews client proposals of automated solutions to business needs to determine the most cost effective approach (e.g. in-house custom developed, contracted, off-the-shelf, etc.) using knowledge of availability and capability of commercial programs and technical expertise.
24. Reviews custom-developed computer systems written by subordinates in various programming languages (e.g. COBOL. CICS, Natural, Adaprep, PowerBuilder, etc.) to ensure systems are in compliance with standards, meet user requirements and function correctly, using technical expertise and section development standards.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

1. Information Systems project management techniques.

2. computer systems analysis methods and techniques.
3. the principles, concepts, capabilities and operations of digital mainframe computer systems.
4. the principles, concepts, capabilities and operations of large-scale digital computer hardware, data storage devices and peripherals (e.g. MVS/ESA mainframe computer, character-based terminal, keyboard, MVS job control language, MVS operating system utility programs, laser and line printer, direct access disk drives, magnetic tape reels, etc.).
5. the system development life cycle.

SKILL IN:

1. analyzing information and complex problems, identifying alternative solutions, and taking appropriate action.
2. discussing technical information and issues with both technical and non-technical personnel.
3. project management (e.g. planning, assigning tasks, scheduling work, coordinating tasks, testing with outside agencies, monitoring work, etc.) using project management tools and software (e.g. Flowcharts, Gantt Charts, Project WorkBench, APRJ, TAPS, TRAP, etc.).
4. supervising/managing technical staff.
5. reviewing system designs, system specifications, and technical proposals for accuracy, completeness, and technical feasibility.
6. writing/reviewing project and grant proposals for compliance with stated regulations and making recommendations on approval, amendment, or denial.
7. defining performance measurements, technical skills and abilities, and experience necessary to perform functions of subordinate positions.

ABILITY TO:

1. establish goals and objectives for the assigned work unit consistent with Department goals and objectives.

MINIMUM QUALIFICATIONS:

Requires any combination of course work in computer science, management information systems, or a related field from an accredited college, technical school, or university and professional experience in systems design and programming in a mainframe and client server environment to total eight (8) years, four (4) years of which must be in a supervisory capacity.

NOTE: One (1) year of work experience is equivalent to 30 semester (45 quarter) hours of coursework from an accredited college or university.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 5, 1997

Classification Established: April 5, 1997
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

APPLICATIONS SYSTEM ANALYST – Class Code 7640

SUMMARY STATEMENT:

Under direction, the Applications Systems Analyst is responsible for planning, designing, and implementing major information systems; functions as a coordinating systems analyst; and performs related work as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Designs on-line automated systems to provide new and/or enhanced applications, using mainframe/ personal computer hardware and software.
2. Designs data entry and query screen layouts; report layouts, and file layouts for mainframe and client server systems to outline the user interface using a mainframe/personal computer, hardware, software, and system utilities tools.
3. Writes and revises program and system specifications to create directions for development and modifications of program code using a mainframe/personal computer, hardware, and software.
4. Develops testing plans and tests and reviews new and modified systems and programs to ensure all programs and systems meet client specifications and needs, section standards and guidelines, and efficiency requirements using programming and systems expertise.
5. Analyzes existing applications and systems to determine needed modifications and/or enhancements using a mainframe/personal computer and knowledge of the assigned systems.
6. Supervises subordinate technical personnel to provide direction and feedback, and ensure assigned projects and tasks are completed accurately and by the specified due date using time management skills and knowledge of staff assignments.
7. Plans, monitors and controls several assigned projects concurrently to effectively use time and programming resources using a mainframe/personal computer, time management skills, and project management software.
8. Interviews Department and outside clients to determine system requirements using technical expertise.
9. Evaluates business problems and revised operational procedures to identify potential enhancements to assigned systems to meet changing business requirements using technical expertise.
10. Reviews and approves the work of subordinate technical staff (e.g. electronic forms, job documentation, program code, etc.) to ensure information is correct and complete using a mainframe/personal computer and technical expertise.
11. Reviews, with subordinate technical staff, mainframe and/or client/server program specifications for new applications, modifications to existing applications and ad hoc reports to ensure a clear understanding of user requirements using a mainframe/personal computer and software.
12. Diagnoses and corrects computer programs and systems to identify and solve problems using mainframe/ personal computer hardware and software.

13. Conducts and/or attends administrative and/or technical meetings or conferences to obtain and/or disseminate information regarding assigned work area issues.
14. Serves as a technical liaison between the work unit and other segments of the Department or outside agencies to investigate and resolve problems, and facilitate proper use of assigned systems using a mainframe/personal computer, modern office equipment, and personal contacts.
15. Establishes performance measures, goals, objectives and priorities for subordinate technical personnel utilizing applicable management principles, and Department General Orders, policies, and procedures.
16. Evaluates subordinate employees' work performance to advise staff of requirements and expectations of the position and provide feedback regarding work performance using evaluation documentation and evaluation forms.
17. Communicates in writing with Department employees, other agencies and the general public to provide information and resolve issues using a mainframe/personal computer.
18. Estimates required resources to complete tasks in assigned projects in order to project completion dates and aid in scheduling, using a mainframe/personal computer and scheduling/tracking applications.
19. Interprets and disseminates information applicable to assigned systems (e.g. time and activity, overtime, leave policies, state statutes, laws, administrative rules, general policies and procedures etc.) to provide responses to questions using a mainframe/personal computer, state statutes, and Department General Orders, policies and procedures.
20. Reviews and comments on various documents (e.g. topic papers, technical reports, project proposals, etc.) to ensure the Department has information on the impact of such proposals on the Department automated systems, assess technical feasibility, and present alternative proposals using a mainframe/personal computer, written communication skills, and technical expertise.
21. Develops, implements, and monitors project schedules to ensure all affected parties are aware of the various time commitments, resources available, and current status of projects, using a mainframe/personal computer and electronic project scheduling and tracking programs.
22. Writes, updates and submits routine, periodic, and special reports to provide information (e.g. project status, description of new computer systems, enhancements to existing systems, etc.) to clients and management using documentation of activities and time spent, a mainframe/personal computer, software, and electronic mail systems.
23. Remains current on job-specific and departmental topics through training courses, workshops, seminars, professional organizations, professional publications, etc. to apply appropriate policies and technologies to assigned systems.
24. Prioritizes and schedules client requests to ensure the most critical needs for assigned systems are completed in a timely manner using a mainframe/personal computer.
25. Develops detail project plans to identify tasks, task dependencies, critical path and staffing requirements to develop and implement assigned mainframe and client/server systems using a mainframe/personal computer, project management software, and technical expertise.
26. Designs large-scale batch systems to provide new and/or enhanced applications using a mainframe/personal computer, UNIX server, hardware and software.
27. Prepares charts, diagrams, correspondence and technical documents to support clients in understanding the data and work flows, procedures, processes, scope and objectives of a

new automated system using a mainframe/personal computer, software, hardware, technical expertise and modern office equipment.

28. Coordinates the installation of new and modified systems with Section personnel to ensure online and batch interfaces with other Department applications function correctly using a mainframe/personal computer and modern office equipment.
29. Assists clients with questions and problems on assigned systems to enable clients to obtain accurate and complete information and understand how to use the system, using modern office equipment and knowledge of the systems.
30. Schedules, monitors, develops and conducts training for subordinate technical staff to ensure they have the needed knowledge, skills and abilities to perform their jobs, using technical knowledge.
31. Develops ad hoc programs, or runs existing programs, to generate special reports and/or file searches to meet client requirements using a mainframe/personal computer, hardware, software, systems expertise, and appropriate programming languages.
32. Monitors data in mainframe and client/server files to ensure data entered into applications is correct, using a mainframe/personal computer and knowledge of the applications.
33. Codes and modifies online and batch mainframe modules and/or client/server modules for new applications and processes, or modifications to existing applications and processes using mainframe/personal computer hardware and software and technical expertise.
34. Coordinates the installation of new and modified systems with computer interface agencies to ensure all agencies have simultaneous access to new and modified systems using modern office equipment.
35. Assists technical staff in the resolution of mainframe, personal computer, and client/server problems using a mainframe/personal computer and technical expertise.
36. Develops and conducts training on assigned systems to enable trainers throughout Arizona (e.g. D.S., outside agencies, etc.) to prepare and conduct training for system users, using mainframe/personal computer hardware and software, oral and written communication skills, and training documentation.
37. Gathers and analyzes data to provide accurate information for briefings, reports and correspondence using modern office equipment and mainframe/personal computer hardware and software.
38. Maintains validation/security tables and disseminates information for assigned systems to validate data and ensure system users can access automated systems, using a mainframe/personal computer, hardware, and software.
39. Composes written test questions, training and experience supplements and interview questions to evaluate technical expertise of prospective employees and outside technical consultants using a mainframe/personal computer, software, technical expertise and modern office equipment.
40. Interviews applicants for vacant technical positions and temporary contract programming services to evaluate their technical capabilities using technical expertise and Department policies and procedures.
41. Provides direction to clients on the design and layout of new or enhanced pre-printed forms for computer data entry using a mainframe/personal computer, software, hardware and technical expertise.
42. Implements mainframe and/or client/server modules in a production environment for new applications and processes or modifications to existing applications and processes to

provide system accessibility to the client using mainframe/personal computer hardware and software, and technical expertise.

43. Extracts data from mainframe/personal computer and/or client/server files and databases to be loaded to files and databases on different platforms to replicate data for cross-platform applications using a mainframe/ personal computer, software, and technical expertise.
44. Modifies mainframe and client/server database files to incorporate organizational and other widespread changes for applications to function properly using mainframe/personal computer hardware and software and technical expertise.
45. Recommends database structure changes to enhance the performance of the database, ensure the database is defined correctly, and ensure the database meets functional specifications using a mainframe/personal computer and technical expertise.
46. Researches commercial mainframe and client/server software development tools to improve staff productivity using professional organizations/publications, a mainframe/personal computer, software and the Internet/World Wide Web.
47. Writes training documentation of systems to use as the basis for developing training modules for system users utilizing a mainframe/personal computer, hardware, and software.
48. Writes applications and systems documentation to provide written support and backup of program functions using a mainframe/personal computer, hardware, and software.
49. Assists co-workers with mainframe, personal computer, and client/server development tools and hardware and software using a mainframe/personal computer and technical expertise.
50. Prepares and delivers oral and graphic presentations to small and large groups to provide information and answer questions regarding information systems functions and Department automation using presentation skills and mainframe/personal computer hardware and software.
51. Assists trainers in writing training documentation to ensure documentation is correct and complete using technical expertise and interpersonal skills.
52. Evaluates and makes recommendations on commercial software to improve programmer productivity and client services using a mainframe/personal computer, technical expertise, and knowledge of client and Department requirements.
53. Prepares Requests for Proposals, requisitions, and other documents to obtain outside programming services for assigned projects, and to select and obtain commercial software and application development tools to improve productivity of staff and client services, using a mainframe/personal computer and modern office equipment.
54. Serves in the absence of the supervisor to ensure efficient operation of affected area.
55. Prepares and submits grant proposals, budgets, reports to obtain funding for projects using mainframe/personal computer.
56. Monitors grants to ensure project is on schedule and within budget and meets grant objectives using mainframe/personal computer and project management skills.
57. Represents the Department at multi-agency meetings, committees, task forces to present information or support the Department s position using appropriate reports, documentation, and technical expertise.
58. Leads and/or serves on multi-agency task forces to facilitate the development/implementation of new or modified automated systems using technical expertise.

59. Coordinates development, testing, and implementation of new or modified computer systems with outside agencies to ensure interfaces with other agencies' systems using mainframe/personal computer and technical expertise.
60. Manages application software support for the Arizona Criminal Justice Information Systems (ACJIS) to coordinate projects, use resources efficiently, and meet customer needs using knowledge of automated systems, technical expertise, and project management skills.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

1. professional standards for systems development and documentation.
2. the principles, concepts, capabilities and operations of large-scale mainframe digital computer hardware, data storage devices and peripherals (e.g. MVS/ESA mainframe computer, character-based terminal, keyboard, laser and line printer, direct access disk drives, magnetic tape reels, etc.).
3. the physical design and principles of relational database models and entity-relationship diagramming.
4. batch processing for custom developed applications in the mainframe and microcomputer environments.
5. third generation programming languages (e.g. COBOL, ANSI-C, PL/SQL, CICS command level, Adaprep, etc).
6. the principles and techniques of function-oriented system analysis and design.
7. efficient mainframe terminal character based screen design standards and techniques.
8. project estimating techniques.
9. the waterfall life cycle model and methodologies of systems development.
10. the processes, techniques and tools of project management.
    technical computer terminology.
11. data modeling principles and techniques for computer file storage.
12. the internal representation of the data in electronic data storage (e.g. EBCDIC and ASCII character sets, packed, numeric formats, etc). Knowledge of the principles and concepts of teleprocessing monitors to develop real time, interactive applications (e.g. CICS).
13. on-line, synchronous transaction processing for custom developed applications.
14. various types of mainframe computer file organizations and file access methods (e.g. sequential, partitioned, indexed sequential, virtual storage access method, generation datasets, etc).
15. high-end database management systems (e.g. Oracle, Adabas, etc.) and their data dictionaries.
16. current technological trends for mainframe, client/server, and personal computer information systems.
17. various communication techniques between application components (e.g. program-to-program method, message queuing method, etc).
18. advanced mathematical calculations and statistics.
19. computer interfaces with outside agencies.
20. federal and state laws, regulations, policies, procedures concerning security and privacy of automated systems.
21. the criminal justice system: terms, concepts, processes.
22. assigned applications systems.

23. system design requirements and programming techniques for multiple networks: ACJIS, MIS, NCIC, NLETS, DOA, SWBS.

SKILL IN:

1. effectively communicating in writing for both administrative and technical purposes.
2. accurately interpreting statutes, laws, policies, procedures and written instructions.
3. developing and maintaining effective working relationships with individuals at all levels of an organization.
4. reviewing, interpreting, and proofreading comprehensive, analytical, statistical, technical, and administrative reports, documents, and manuals.
5. flowcharting business procedures, functions, data flow and work processes.
6. translating manual work procedures and processes into automated computer programs and systems.
7. the use of on-line editors and computer keyboard devices to create and/or modify data in computer files, code programs, and create and/or modify reports and system documentation.
8. system testing applications to identify performance, data integrity, communication and functionality problems and ensure the programs are corrected accordingly.
9. developing logical conclusions and implementing practical solutions to highly complex technical and business problems.
10. effective time management and organization techniques.
11. identifying, researching, analyzing and interpreting technical information from a variety of sources to resolve complex problems, (e.g. design, code, debug, etc.) custom developed applications.
12. performing multiple highly complex tasks concurrently.
13. analyzing highly complex systems and programming specifications to develop logical coding.
14. recognizing hardware and software problems and implementing effective solutions (e.g. mainframe, personal computer, client/server, etc.).
15. effective listening.
16. developing function-oriented applications.
17. describing problems, alternatives, and making recommendations.
18. solving highly complex logic problems.
19. applying various application design techniques for multiple computer systems.
20. providing technical training, direction, and guidance to subordinates, peers, and clients.
21. defining data models in logical views and various types of physical data structures.
22. analyzing user needs to design appropriate system modifications or new applications to meet the identified requirements.
23. developing highly complex systems and programming specifications.
24. adjusting priorities and work schedules as necessary to meet project deadlines.
25. coding basic and advance mathematical calculations in various programming languages.
26. analyzing and interpreting the contents of a computer's memory and main storage information in a dump to resolve complex and comprehensive application development and operational problems that occur during computer program execution.
27. using debugging tools and techniques for identifying causes of logic problems in custom developed applications.
28. using mainframe operating system job control language (OS/JCL).

29. selecting the best tool on various platforms (mainframe, personal computer, UNIX, etc.).
30. integrating applications which extend across sections of the organization.

ABILITY TO:
1. maintain confidentiality of sensitive information.
2. learn and apply new technical knowledge and skills.

MINIMUM QUALIFICATIONS:
Requires three (3) years of experience as a Computer Programmer/Analyst with the Arizona Department of Public Safety; **OR** any combination of course work in computer science, management information systems, or a related field from an accredited college, technical school or university and experience in systems design and programming to total five (5) years. Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

One (1) year of work experience is equivalent to 30 semester (45 quarter) hours of course work from an accredited college or university.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 5, 1997

Classification Established: April 5, 1997
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

ARIZONA POST DEPUTY DIRECTOR – Class Code 5829

SUMMARY STATEMENT:

Under administrative direction of the Executive Director of Arizona Peace Officer Standards and Training performs highly responsible and complex managerial work in the development and implementation of curriculum and training policy for the State Certified Police Training Program. Serves as liaison between the Agency and user agencies and other interactive local, county, state and federal agencies. Performs designated lobbyist activities and testifies before the Arizona State Legislature on issues related to the Board. In the absence of the Executive Director assumes full responsibility of duties for the Agency. Supervises subordinate employees as designated; work is performed independently with general guidelines set by the Executive Director. Represents state law enforcement interests in consultation with community colleges and universities. Performs related work as required. This is a competitive classification.

ESSENTIAL FUNCTIONS: (not intended to be all inclusive)

1. Manage all AZ POST training functions; ensures the goals and objectives of AZ POST training are attained; supervise and train professional and support personnel; establish and implement internal policies and procedures; develop and implement work standards and direct work assignment; review and approve unit work product for quality control; motivate staff and evaluate performance.
2. Administer and oversee all AZ POST training programs and functions.
3. Interpret complex laws, administrative rules and past Board actions and decisions to clarify requirements to user agencies; prepare complex written reports to keep the AZ POST Board and Executive Director informed.
4. Develop and administer an operating budget; monitor expenditures; analyze data and statistics to ensure unit goals are being met; forecast future expenditure requests to meet the statutory obligations of the AZ POST Board.
5. Conduct studies to determine, validate and maintain selection standards, training standards and minimum qualifications for peace officers statewide; prepares comprehensive reports (e.g. staff studies, evaluations, needs assessment, grant proposals, etc.) to document events, training issues or special needs.
6. Identifies, develops and monitors the use of subject matter experts who provide curricular and instructional content of training courses.
7. Maintain knowledge of current trends in law enforcement, community involvement and economic issues in order to anticipate and plan for impact on law enforcement training.
8. Analyze the impact of legislation and judicial decisions; analyze and interpret local, state and national trends in law enforcement, criminal justice practices and economic issues.
9. Serve as the public lobbyist for AZ POST; testify at Board, legislative or administrative hearings or judicial proceedings.
10. Serve as the liaison to federal, state, county, municipal and tribal political officials and administrators on AZ POST issues; respond to inquiries and provide information regarding peace officer certification, retention and training requirement; maintain liaison with other law enforcement agencies from around the state and other states for training partnerships.
11. Confers with university and college officials and other professional training personnel to define and approve curricula for training programs for college class credit.

12. Coordinate AZ POST Advisory Group meeting to solicit statewide input concerning AZ POST rules, procedures and standards.
13. Administer the AZ POST Administrative Rule promulgation process and supervise the research, preparation and promulgation of AZ POST rules.
14. Directs the production and distribution of various publications (e.g. training reports, manuals, calendar schedules, workbooks, instructional guides, newsletters, annual reports, etc.).
15. Develops, implements and monitors negotiated contracts and intergovernmental agreements regarding the selection, retention and training of peace officers.
16. Directs the design and distribution of surveys, interviews and questionnaires relevant to AZ POST responsibilities.
17. Implement, monitor and maintain information systems used in the accurate tracking of peace officer training records.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the principles and practices of administration, management and personnel supervision.
2. program and/or project management techniques.
3. fiscal management and budgetary preparation and control required to develop and administer a budget.
4. Arizona Revised Statutes, AZ POST rules and Arizona Rules of Criminal and Administrative Procedures pertaining to peace officer recruitment, retention or training.
5. training or instructional strategies and methodologies.
6. learning theory or principles as applied to adult training.
7. principles of group dynamics and human behavior.
8. high risk/liability issues inherent in law enforcement training.
9. current law enforcement techniques, trends and strategies.
10. principles and methodologies for identifying, establishing, and supporting minimal training and hiring standards for law enforcement.
11. applicable federal laws and regulations for training and hiring (e.g. EEOC, FMLA, FLSA, ADA, OSHA, etc.).
12. copyright restrictions in regard to the development and delivery of training programs.
13. principles of supervision.
14. problem-solving techniques
15. state procurement rules and processes.
16. public relations and marketing principles as they relate to the public sector.
17. strategic and organizational planning techniques.

SKILL IN:

1. communicating clearly and concisely, both orally and in writing, with all levels of internal and external contacts.
2. formulating concepts and developing strategies and solutions for training needs.
3. making oral presentations to groups.
4. rules of English grammar and composition.

5. developing, leading and participating in work groups to problem solve, plan and/or develop training programs or tools.

ABILITY TO:

1. develop feasible short and long-range plans to develop programs and complete projects.
2. plan and organize resources involving multiple priorities and deadlines in order to meet objectives.
3. identify problems or issues, analyze alternatives and develop viable recommendations.
4. exercise independent judgment and/or initiative, take appropriate action and function with minimal supervision.
5. prepare budget and cost estimates to determine necessary funding through projections.
6. monitor trends, conduct research, gather information and analyze a variety of data regarding law enforcement training programs.
7. establish and maintain effective working relationships with those contacted in the course of assignment.
8. consult with all levels of management within various federal, state, county and municipal law enforcement agencies.
9. exercise sound judgment in safeguarding confidential or sensitive information.
10. convert ideas and concepts into an effective combination of audio and visual impressions.
11. negotiate training contract terms and conditions.
12. develop and present grant proposals.
13. direct and manage professional and support staff.
14. read, comprehend and interpret complex written materials.

ADDITIONAL REQUIREMENTS:

Statewide travel may be required to perform certain work functions.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Office Setting.

MINIMUM QUALIFICATIONS:

Requires a Bachelor's degree in business or public administration, education, criminal justice or related field and seven (7) years of law enforcement experience and at least four (4) years of professional supervisory or management experience in directing, developing, evaluating and teaching curricula and academic programs. A Master's degree in business or public administration, or education may substitute for one (1) year of the required experience.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____DATE OF APPROVAL: _____

EFFECTIVE DATE: July 3, 2004

Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

ASSET TRACKING SPECIALIST – Class Code 2012

SUMMARY STATEMENT:

Assists Department officers, investigating complex racketeering cases. Work involves exploiting related databases, determining money transmittal frequency and patterns and exposing hidden ownership. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Reviews written documents to gain information or document activities (e.g., investigative reports, cash flow transactions, FinCEN databases).
2. Prepares audit trial evidence for use in court to illustrate illegal activity; testifies as an expert witness in financial crimes/money laundering cases.
3. Provides advice and direction to investigators; organizes case information; prepares affidavits in support of search/seizure warrants and civil racketeering complaints for forfeiture. Assists case supervisor with the coordination of multi-agency/multi-state efforts.
4. Develops anti-money laundering strategies for attacking inferences and deductions identified by criminal investigators and intelligence units.
5. Interviews law enforcement personnel and personnel associated with the transmittal of negotiable instruments.
6. Trains officers and criminal intelligence analysts on state and federal money transmittal requirements and racketeering laws, particularly money laundering.
7. Participates in search warrants with officers as the financial lead investigator to obtain documents as evidence of criminal activity and acquiring subpoenas for the same purpose.
8. Promotes agency involvement in state and national money laundering efforts (e.g., money laundering grants, training, etc.).
9. Cultivates, maintains and debriefs sources of information and informants, related to extraction of evidence of money laundering and other financial crimes.
10. Assists DPS Asset Forfeiture Unit with investigation and prosecution of ongoing complex asset forfeiture cases.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. applicable research sources and techniques.
2. investigative techniques.
3. federal, state, and local laws, rules and regulations applicable to assignment.
4. techniques of interviewing witnesses.
5. crime patterns, trends, operations and methodologies in area of assignment.
6. time management systems and techniques.
7. rules of evidence and court procedures.
8. report writing criteria (format, grammar, and style).
9. team building concepts.

10. case management techniques.

SKILL IN:
1. the operation of a personal computer to manipulate complex data.
2. identification and understanding of R.I.C.O. offenses.

ABILITY TO:
1. follow directions.
2. establish effective working relationships with those contacted in the course of the assignment.
3. communicate orally across educational, cultural, and social barriers.
4. perform mathematical and statistical calculations.
5. analyze, interpret, and summarize complex financial transactions and accounting records.
6. balance multiple priorities.
7. perform detailed work with a high degree of accuracy.
8. work independently, exercise sound judgment and make operational decisions.
9. analyze complex information and draw valid conclusions.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

MINIMUM QUALIFICATIONS:
Requires three (3) years of experience in a criminal justice agency doing asset tracking, asset forfeiture, and money laundering investigations. Experience should include multi-agency, interstate, and international operations.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: November 18, 1998
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

ASSISTANT SCIENTIFIC ANALYSIS SUPERINTENDENT
Class Code 5317

SUMMARY STATEMENT:

Under general direction, plans, coordinates, directs and evaluates work of personnel assigned to Crime Laboratory Units; provides technical training; recommends and establishes policies and procedures; acts as liaison between the Crime Laboratory and other agencies; prepares scientific and management reports; provides expert testimony in court; acts as the Scientific Analysis Superintendent in the Superintendent's absence; performs related tasks as required.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Participates in the selection of criminalists and supervisors for the Central Regional Crime Laboratory and manages and evaluates supervisors for the Central Regional Crime Laboratory.
2. Evaluates and requests the fiscal funding of personnel, capital equipment and supplies in order to maintain optimal operational levels for the Central Regional Crime Laboratory.
3. Inspects examination reports and associated analysis notes of criminalists to ensure compliance with quality assurance procedures and laboratory accreditation standards at the Central Regional Crime Laboratory.
4. Assures cross-training and professional development programs for criminalists in order to enhance and expand technical skills at the Central Regional Crime Laboratory.
5. Coordinates research projects to improve methods of analysis.
6. Manages the preparation and maintenance of Central Regional Crime Laboratory reports, files and records.
7. Remains current on scientific advancements in the forensic field through technical publications, presentations and training in order to apply appropriate scientific methodologies.
8. Inspects crime laboratory facilities to ensure compliance with safety and accreditation standards.
9. Serves on scientific and management committees, as necessary.
10. Completes special projects, as assigned.
11. Assists the Scientific Analysis Superintendent in developing strategic plans, budgets and preparation of policies and procedures for the laboratory system.

KNOWLEDGE OF:

1. the principles and practices of supervision and management.
2. computerized case management and tracking systems.
3. chemistry or related science, forensic science techniques and sophisticated scientific equipment.
4. current laws, rules and procedures concerning the activities of a crime laboratory.

SKILL IN:

1. oral and written communication

ABILITY TO:

1. plan and direct the technical production, human resource and fiscal activities of a crime laboratory.
2. exercise effective problem-solving skills in dealing with complex and often urgent issues.
3. work effectively with people at all levels of an organization, law enforcement agencies, elected officials and the public.
4. accurately analyze and interpret scientific data.
5. operate sophisticated scientific instrumentation.
6. provide expert testimony and undergo intense examination in court.
7. to provide technical advice and/or training to law enforcement and court officials and new employees.
8. organize, conduct and evaluate scientific research.
9. respond to crime scenes and court appearances in a timely manner.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with major course of study in chemistry or closely related physical or natural sciences with minimum of thirty (30) semester hours in chemistry and ten (10) years of experience as a criminalist in a recognized laboratory actively engaged in the forensic sciences, two (2) years of which shall have been in a supervisory capacity. Additional criminalist experience, beyond the required ten years, may substitute for semester hours of chemistry (1 year additional criminalist experience = 10 chemistry semester hours).

Must successfully complete the examination process.
FLSA status - Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 1, 2000

Classification Established: April 1, 2000
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

ASSOCIATE CRIMINALIST– Class Code 6410

SUMMARY STATEMENT:

Receives extensive training in relevant forensic science areas in order to become proficient in crime laboratory procedures. Under direct supervision, utilizes chemical, microscopic, chromatographic and comparative techniques and instrumentation to examine, identify and evaluate physical evidence which may include: controlled dangerous substances; blood, urine and other biological specimens; firearms; questioned documents; latent prints; trace evidence; and other items of evidentiary value. Prepares technical reports; provides expert testimony in court; and performs related tasks as required. Receives supervision from a Supervising Criminalist. This is a competitive classification.

ESSENTIAL FUNCTIONS(not intended to be all inclusive):

1. Examines, identifies, and evaluates suspected evidence which may include blood, semen, hair, fibers, paint chips, glass fragments, questioned documents, fire accelerants, soils, firearms, latent prints, drugs, poisons, alcoholic beverages, etc. Utilizes physical, chemical, microscopic, photographic, comparative, classification, computer, molecular biology, chromatographic and visualization techniques and instrumentation which may include gas chromatography, ultraviolet spectrophotometry, infrared spectrophotometry, electrophoresis, gas chromatography-mass spectrometry, scanning electron microscopy-energy dispersive x-ray, variable wavelength forensic light sources, spectrofluorimetry, and immunoassay.
2. Prepares technical written reports in order to document scientific analyses and results.
3. Attends pre-trial conferences, prepares exhibits for courtroom use, and provides expert testimony in courts throughout the state.
4. Discusses laboratory test results and evidence collection with officers and attorneys.
5. Remains current on scientific advancements in the forensic field through technical publications, presentations and training in order to apply appropriate methodologies.
6. May respond to crime scene incidents in order to gather, preserve and move items of evidence to crime lab for further analysis.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. principles and analytical procedures of chemistry, biology (including molecular biology), toxicology, criminalistics, fingerprints, questioned documents, or related sciences.
2. hazards and toxicity of chemicals.
3. mathematics related to analyzing scientific data.

SKILL IN:

1. operating laboratory instruments, equipment and computer systems related to areas of responsibility.

ABILITY TO:

1. define problems, establish facts, interpret information and draw valid scientific conclusions.
2. recognize minute differences in shape and form.
3. chemically identify and quantitate compounds such as drugs, diluents and poisons.
4. interpret scientific data to establish statistical probabilities of origin of biological and commercial products.
5. effectively communicate findings of scientific tests both orally and in writing.
6. testify and undergo intense examination in court.
7. perform detailed work with a high degree of accuracy.
8. read and interpret scientific materials.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Processes evidence that may transmit infectious disease (e.g., AIDS, Hepatitis B), is corrosive, carcinogenic, or explosive.
May be exposed to fumes or dust, bodily fluids, toxic or caustic chemicals; and occasionally, outdoor weather conditions.
May be required to move items up to twenty (20) pounds.
May be required to respond to crime scenes and court appearances as needed.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with major course of study in chemistry or closely related physical or natural sciences with minimum of thirty (30) semester hours in chemistry.

Must successfully complete the examination process.
FLSA status – Non-exempt.

APPROVED: _____DATE: _____

EFFECTIVE DATE: April 1, 2000

Classification Established: May 26, 1995
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

AUTOMOTIVE SERVICE ATTENDANT – Class Code 3201

SUMMARY STATEMENT:

Under immediate supervision of automotive technician and supervisors, is responsible for work of routine difficulty servicing automotive equipment; performs related work as required.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Delivers vehicles and parts to various vendors in the metropolitan area.
2. Removes equipment and parts from vehicles.
3. Assists in the automotive supply area by stocking parts and tires.
4. Accomplishes minor automotive maintenance such as replacing and balancing tires, replacing batteries and changing oil.
5. Assists in the motorcycle maintenance area.
6. Assists in the installation of radio communication harnesses and parts.
7. Fills automotive equipment with gas.
8. Greases suspensions, gear boxes, differentials.
9. Repairs tires.
10. Steams or sprays engines.
11. Cleans immediate work area regularly.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. procedures in cleaning and servicing automotive equipment.
2. basic automotive theory.

ABILITY TO:
1. understand simple oral and written instructions.
2. count and measure.
3. take gas pump readings.
4. make simple reports.
5. operate power sweeper and forklift.
6. perform basic service work to automotive equipment using basic hand tools.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
May be exposed to fumes or dust, toxic or caustic chemicals, outdoor weather conditions, moving mechanical parts and moderate to loud noise levels.
May be required to lift and carry items up to fifty (50) pounds.
May be required to stand stoop, bend, kneel and squat for extended periods of time.

MINIMUM QUALIFICATIONS:
Ability to learn to do routine servicing of automotive equipment as shown by an evaluation of training and experience and/or a personal interview. Must possess or have the ability to obtain a valid AZ Driver's License.

Must successfully complete the examination process.
FLSA status – Non-exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: June 21, 2000

Classification Established: June 21, 2000
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

AUTOMOTIVE/MOTORCYCLE TECHNICIAN
Class Code 3210

SUMMARY STATEMENT:

Performs journey-level mechanical work in repair, service, maintenance and specialized installations of automobiles, motorcycles and/or related equipment. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Performs vehicle buildups by installing special police equipment (e.g., wiring harness, deck lights, speakers, wig-wag lights, brake lights, decals, radio, siren, strobe lights, etc.) in order to modify vehicle to meet Departmental specifications.
2. Adjusts, repairs, rebuilds or replaces worn, damaged or malfunctioning vehicle parts in order to ensure reliable, efficient and safe operation of vehicle.
3. Performs scheduled vehicle preventative maintenance (e.g., change fluids and filters, lubricate vehicle, rotate tires, repack wheel bearings, replace belts and hoses, etc.) to ensure vehicle is in a safe and operational condition.
4. Builds special components (e.g., brackets for radio equipment, etc.) to accommodate the installation of necessary equipment in vehicles.
5. Maintains records, such as vehicle work orders and service requests, to document the maintenance of serviced vehicles.
6. Responds to questions and/or fields complaints from service users regarding vehicle repairs in order to update user on work performed or resolve repair problems.
7. Maintains and inspects parts and supplies inventory in assigned work area in order to ensure adequate stock to perform required vehicle repairs and to verify quality.
8. Prepares and/or interprets service orders in order to identify work to be performed on vehicles by noting special codes and instructions prior to beginning equipment repair or installation.
9. Maintains currency of technical skills in order to perform work as efficiently and accurately as possible by reading technical publications, attending training classes and actively participating in day-to-day job activities.
10. Instructs agency and non-agency personnel in the proper operation of vehicles and special equipment to ensure safe and reliable performance.
11. Road tests repaired vehicle to ensure reliable, efficient and safe operation by driving vehicle and checking performance through direct observation.
12. Moves, loads and unloads repair parts, equipment and disabled vehicles using a forklift, car trailer, tow truck or roll back truck.
13. Calculates quantities, times, distances, measurements, weights and standard-to-metric conversions in order to perform vehicle repairs or modifications.
14. Inspects vehicle parts and systems (e.g., electrical, air conditioning, cooling, braking, steering, transmission, trans-axle, front end, suspension, engine, emissions, fluid levels, belts, hoses, lamps, tires, etc.) in order to schedule needed maintenance, diagnose problems and plan repairs, using hydraulic lift, jack, direct observation, testing equipment (e.g.,

volts/amps tester, battery/alternator test, pressure gauges, leak detectors, thermometers, etc.), hand and power tools, shop manuals and work orders. Provides testimony and prepares written reports for courts in conjunction with accident reconstruction.

15. Schedules repairs in order to return vehicles to service as soon as possible.
16. Installs and monitors manufacturers' test parts and equipment in order to test durability and safety.
17. Trains non-DPS personnel to perform DPS-specific job functions and performs quality control checks of their work.
18. May perform supervisory functions, such as assigning control numbers, in the absence of the supervisor.
19. Receives, evaluates and processes seized vehicles which will be used within the Department or auctioned off.
20. Transports vehicles to appropriate contract vendors for repair.
21. Performs routine shop maintenance, such as painting and equipment repairs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the principles and operation of fuel systems, brakes, engines, transmissions, trans-axles, differentials, and electronic, electrical, air conditioning, ignition and emission control systems to evaluate, maintain and repair motorized vehicles.
2. state and federal environmental laws pertaining to the handling of hazardous materials routinely used in the repair and maintenance of vehicles.
3. OSHA regulations pertaining to the safe performance of vehicle maintenance and repair duties.
4. state and federal laws concerning vehicle emission testing and repair.

SKILL IN:

1. the safe use of auto shop equipment (e.g., vehicle lift, brake lathe, tire changer, balancer, hydraulic jack, bumper jack, etc.).
2. servicing a vehicle by disassembling, repairing, rebuilding or replacing parts and components.
3. handling hazardous materials (e.g., freon, Windex, brake cleaner, gasoline, oil, grease, lubricants, vulcanizing glue, tire cleaner fluid, brake dust, paints, thinners, oxygen, acetylene, etc.) in a safe and appropriate manner.
4. the operation of various vehicles (e.g., automobiles, trucks, motorcycles, motor homes, etc.) to perform road tests and for transport.
5. identifying and using proper hand and power tools in a safe manner.

ABILITY TO:

1. operate and interpret results from testing equipment and measuring tools (e.g., volt/amp meter, AC manifold gauge, front end alignment machine, engine analyzer, exhaust analyzer, infrared detection device, timing light, battery/alternator tester, block leakage tester, power steering pressure test gauge, inside and outside micrometers, thickness gauges, dial indicators, etc.).

2. use sight, hearing, smell and touch to determine a vehicle's condition or level of performance.
3. perform engine tune-ups to maximize vehicle performance.
4. calculate arithmetic functions (addition, subtraction, multiplication, and division) on a calculator to determine weights, measurements, time, quantities and metric conversion in vehicle repair and modification.
5. tactfully communicate on a one-to-one basis with service users to exchange information on the performance, repairs, modifications and operation of vehicles, and to explain technical information in everyday language.
6. write vehicle service orders using special codes (e.g., installation, repair, equipment identification numbers, etc.).
7. maintain sensitive testing and measurement equipment (e.g., precision meters, infrared detection devices, etc.) to meet certification standards.
8. follow detailed oral and written instructions to inspect, repair, modify and operate vehicles.
9. accurately record and proofread detailed information, including parts and catalogue numbers, on service orders.
10. establish and maintain effective working relationships with those contacted in the course of assignment.
11. repair specialty equipment (e.g., small engines, generators, light plants, snow cats, etc.) when shop manuals and troubleshooting guides do not exist.
12. read and interpret dials, gauges, meters, graphs and wiring schematics pertaining to vehicle diagnostics, maintenance and repair.
13. read and comprehend technical shop manuals, troubleshooting guides, manufacturers' specifications, warranties, parts catalogues and service orders.
14. operate a forklift to move parts and equipment around the work site.
15. learn to use personal computer to monitor inventories, order parts and supplies, and write reports.
16. acquire additional skills to maintain technical competencies.
17. effectively communicate orally and in writing.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

May be required to move items up to 50 pounds for distances of up to 10 feet.
May be required to stand, stoop, bend, kneel and squat for extended periods of time.
May be exposed to fumes or dust, toxic or caustic chemicals, outdoor weather, moving mechanical parts and moderate to loud noise levels.

ADDITIONAL REQUIREMENTS:

May be required to travel to perform certain work functions.
May be required to be on-call for emergencies.
May be required to testify in legal hearings.
Must supply and maintain personal tool inventory, as required to perform job functions.
Must possess and maintain a valid Arizona driver license.
Some positions may also require a motorcycle operator license.
Must successfully pass the following ASE certification tests within three (3) years of the date of hire; Brakes (A5), Suspension (A4), Electrical/electronic systems (A6), and Heating and Air Conditioning (A7).

Must successfully pass the following ASE certification tests within six (6) years of the date of hire; Brakes (A5) Suspension and Steering (A4), Electrical/Electronic Systems (A6), Heating and Air Conditioning (A7), Engine Repair (A1), Engine Performance (A8), Manual Drive Train and Axles (A3), and Automatic Transmission/Transaxle (A2).

MINIMUM QUALIFICATIONS:
Requires three (3) years of journey-level experience in the maintenance, repair and service of gas and/or diesel motorized equipment.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

NOTE: Experience may be required specifically on automobiles or motorcycles, depending upon the needs of the Department.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____DATE: _____

EFFECTIVE DATE: April 16, 2007

Classification Established: February 10, 1996
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

AUDIO/VISUAL FORENSIC ANALYST– Class Code 2018

SUMMARY STATEMENT:
Under general supervision, performs forensic examination, enhancement and evaluation of audio and video media for use in criminal investigations and court proceedings. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):
1. Disassemble, repair and reassemble audio and video tape media as needed to assist in evidence recovery.
2. Identify media that has been tampered with or altered.
3. Acquire working digital images/copies from a variety of information storage media such as videotapes, audiotapes, compact discs, DVDs, movie film, flash cards, etc.
4. Examine the contents of a storage medium in such a way as to preserve the integrity of the evidence.
5. Analyze images and/or video of evidentiary value for details such as personal identification, clothing, footwear, suspect's handedness, vehicles and other background information.
6. Extract images and/or video of evidentiary value for the investigator and prosecutor.
7. Identify time indicators on videotapes reconciling any discrepancies in the report.
8. Prepare images and video, including copies if required, for investigator, prosecutor and/or defense.
9. Prepare a detailed report to include observations, analysis and results of examination.
10. Testify in local, county, state and federal courts as a witness and/or an expert.
11. Provide technical guidance and assistance to investigators, analysts, prosecutors and others involved in the investigation as to the proper procedures to follow when seizing media.
12. Maintain copies of analysis results in accordance with retention standards.
13. Mark and store audio/video evidence in accordance with established evidence handling requirements.
14. Establish test criteria and data to ensure all program modules and outputs for assigned projects are tested for completeness and accuracy.
15. Initiate and maintain liaison with professional organizations for information exchange and to maintain currency in the latest forensics techniques and equipment.
16. Attend training and seminars to maintain proficiency and to learn of trends and new developments in the field.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. applicable federal, state, county and/or city statutes, rules, regulations, ordinances, codes, administrative orders, case law, Department policies and procedures.
2. the major audio and video file formats.
3. paper density and absorbency relative to the type of printer being used to reproduce images.
4. color and black & white laser, inkjet and dye-sublimation printers.

5. types of ink used by ink jet printers, i.e. water-based vice archival grade.
6. media storage techniques, including digital and analog.
7. multiplex recordings, and how to isolate images in the various views.
8. compression of image files, and how the original image is affected by compression.
9. proper aspect ratio – ITU-R 601.
10. the methods of forensic filtering in audio and video examinations.
11. types of noise and interference that are often encountered in acoustic and visual environments.
12. types of audio and video recorders.
13. types of enhancement equipment available.
14. industry standard software as well as emerging changes.
15. chain of custody and evidence storage procedures.
16. legal terminology and court processes.

SKILL IN:

1. the use of computer hardware, keyboards, peripheral devices and word processing software.
2. clear articulation of observations both verbally and in writing.
3. modifying and adapting to unusual problems.
4. comprehending technical and non-technical materials.
5. prioritizing tasks to meet deadlines.
6. establishing and maintaining effective working relationships with staff, coworkers, and representatives from other agencies, including those contacted in the course of conducting business.
7. communicating orally and in writing.
8. researching, gathering, organizing, analyzing data and drawing logical conclusions.
9. investigative techniques including but not limited to burglary and theft, child pornography, assault and homicide.
10. identifying problems, analyzing alternatives and making viable recommendations.
11. the use of specialized computer and DVR software programs.

ABILITY TO:

1. follow established chain of custody procedures.
2. obtain image copies from a full range of media.
3. exercise sound judgment in safeguarding/disseminating confidential or sensitive information.
4. protect original quality of evidentiary images on safeguarded media.
5. repair damaged audio and video media.
6. operate forensic equipment with audio and video enhancement capabilities.
7. find identifiers of subjects and vehicles.
8. identify time codes embedded in media.
9. create a chronological analysis of incident data.
10. compose clear and concise analysis reports.
11. train and instruct others in the area of video and audio forensics.
12. testify in federal, state and municipal courts.
13. plan, organize, coordinate, and prioritize multiple tasks and projects to complete job functions in an orderly, efficient manner..
14. make presentations on audio and video forensics for local, state and federal officers.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

ADDITIONAL REQUIREMENTS:
Must obtain universally acceptable certification and maintain currency.
Must have and maintain a valid Arizona driver license.
Travel may be required.

MINIMUM QUALIFICATIONS:
Requires three (3) years experience in an audio/video technical field in a commercial or law enforcement environment or a Bachelor's degree in an audio/video field. Any combination of experience and education equivalent to a total of four (4) years may be considered.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 29, 2007

Classification Established: January 29, 2007
Revision Date (s):

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

AVIATION ADMINISTRATOR – Class Code 1235

SUMMARY STATEMENT:

Plans, coordinates, directs and evaluates work of sworn and civilian personnel for the aviation function of the Department. Supervision is exercised over personnel primarily through subordinate supervisors. Performs administrative duties and related duties as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Develops, administers and evaluates administrative and operational policies and procedures to ensure attainment of Department goals and objectives.
2. Reviews the work of assigned personnel to ensure compliance with Departmental polices and procedures, as well as other applicable state and federal regulations. Administers disciplinary action when required. Prepares and/or reviews performance evaluations. Participates in the selection and assignment of personnel. Provides training.
3. Responds to critical incidents to coordinate aviation support resources when appropriate.
4. Inspects and evaluates organizational operations, plans and programs. Maximizes the utilization of resources to achieve the highest degree of productivity.
5. Responds to inquiries and requests from legislators and governmental agencies. Testifies on public safety and budgetary issues relating to the Department's aviation support mission.
6. Prepares and administers a budget and controls expenditures for personnel, equipment and general operations. Monitors the acquisition, use and disposal of property and equipment.
7. Prepares comprehensive reports, staff studies and other written communications.
8. Maintains inter-agency and community relationships through personal contact and subordinate interaction.
9. Participates on boards, committees, and task forces.
10. Presents information to diverse audiences through written and oral communications.
11. Oversees investigations into citizen or internal complaints in order to make recommendations.
12. Directs and controls complex investigations.
13. Evaluates and utilizes data from information systems.
14. Analyzes the impact of legislative and judicial decisions on operations. Initiates and implements policy and procedural changes to ensure compliance with new or revised statutes, regulations and court decisions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. principles and practices of supervision and management.
2. fixed-wing and rotary-wing aircraft operational procedures and maintenance requirements.

3. Federal Aviation Administration Regulations pertaining to aircraft operations, maintenance and personnel certification.
4. aviation navigation procedures and techniques, weather systems, and safety.
5. night flying operations.
6. pilot, crew and mechanic training requirements.
7. crew and aircraft scheduling requirements and procedures.
8. the use, techniques and training requirements of various types of special equipment relating to the aviation function such as navigation, rescue or special mission (ie., NVG, FLIR, BAMBI Bucket, etc), emergency medical services, aviation support and personal protective equipment.
9. Arizona Department of Health Services regulations regarding Emergency Medical Services (EMS) providers and air ambulances.
10. EMS procedures and training.
11. aviation facilities and fuel storage management.
12. OSHA regulations and requirements.
13. hazardous materials storage and transportation requirements.
14. principles of conflict management.
15. crisis management techniques and procedures.
16. tactical operation and/or task force procedures.
17. investigative techniques.
18. principles of program management.
19. law enforcement methods, practices and procedures.

SKILL IN:

1. written communications to prepare clear, accurate and comprehensive reports.
2. oral communications with diverse audiences of varying sizes.

ABILITY TO:

1. plan, organize and manage human and material resources.
2. establish and maintain effective working relationships with those contacted in the course of assignment.

MINIMUM QUALIFICATIONS:

Requires five (5) years of supervisory experience in aircraft and/or aviation operations. Must successfully complete the examination process.

Must successfully complete the examination process.
FLSA Status - Exempt

APPROVED: _____DATE: _____

EFFECTIVE DATE: August 23, 2000

Classification Established: August 23, 2000
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

AVIATION MAINTENANCE ASSISTANT– Class Code 6261

SUMMARY STATEMENT:

Under general supervision, is responsible for a wide variety of aviation maintenance support duties to include, pick up and delivery of aircraft parts and accessories, shipping and receiving, stocking parts and supply inventory, aircraft cleaning and detailing, hangar janitorial duties, inspections and preventive maintenance of support vehicles and equipment, light facility maintenance, and assisting aircraft mechanics as required.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Operates Department motor vehicles, aviation support vehicles and equipment in and around aircraft hangar and on airport ramp.
2. Moves aircraft in and out of hangar and repositions aircraft on ramp.
3. Fuels and de-fuels aircraft.
4. Assists aircraft mechanics by performing basic tasks.
5. Picks up and delivers aircraft parts and accessories, utilizing Department vehicles.
6. Inspects, cleans and performs preventive maintenance on vehicles, support equipment and special tools.
7. Performs shipping and receiving of aircraft parts, accessories and supplies.
8. Stocks aircraft parts, accessories and supplies.
9. Cleans aircraft, including exterior washing, waxing, polishing and care of interior upholstery, carpet, wood work and leather.
10. Performs light building maintenance in aircraft hangar and maintenance shop, including sweeping and mopping floors, changing light bulbs, moving equipment and furniture and disposing of industrial waste materials as directed.
11. Assists office staff with moving equipment, capital inventory and surplus property removal.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. aviation safety procedures.
2. proper methods for loading, securing and transporting aircraft parts and aviation equipment on vehicles, including proper tie down techniques.
3. proper methods and techniques for moving and ground handling aircraft.
4. proper methods, equipment and materials for cleaning, washing, waxing, and polishing aircraft exterior and interior finishes.
5. vehicle and equipment maintenance procedures, including proper inspection techniques using checklists.
6. aviation fuels, lubricants and proper procedures and techniques for fueling and de-fueling aircraft.
7. procedures for safe handling and proper disposal of hazardous materials and industrial waste materials.
8. basic shipping and receiving procedures.

9. general aircraft terminology necessary to assist aircraft mechanics as required.

SKILL IN:

1. operating aviation ground equipment and support vehicles, such as aircraft tugs and refueling equipment and forklift.
2. the proper use of small hand and power tools (ie., circular saw, hammer, wrenches, screwdrivers).

ABILITY TO:

1. identify, package and stock aircraft parts and supplies into inventory.
2. do small engine preventive maintenance, including oil changes.
3. work on a ladder at heights up to 20 feet above the floor.
4. sweep and mop hangar floor, as necessary, to maintain the floor as clean as possible at all times.
5. prioritize and manage multiple tasks efficiently for completion under time constraints.
6. read and comprehend written instructions and/or directions.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Will be exposed to loud noise, fumes or dust, bodily fluids, near moving mechanical parts toxic or caustic chemicals or materials that transmit infectious disease (eg. AIDS, Hepatitis B).
May work in outdoor weather conditions.
Will be required to move and carry items up to eighty (80) pounds and work from ladders in high, precarious places.

MINIMUM QUALIFICATIONS:

Requires three (3) years experience in aviation support including; aircraft cleaning, assisting aircraft mechanics, aircraft fueling and de-fueling, aircraft ground handling, aircraft parts and equipment handling, small equipment preventive maintenance, hangar janitorial duties and light building maintenance. High school diploma or GED is required. Must have and maintain a valid Arizona driver license.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA status - Non-Exempt.

APPROVED: _____ DATE: _____

EFFECTIVE DATE: November 15, 2000

Classification Established: November 15, 2000
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

AVIATION SUPPLY SPECIALIST – Class Code 6265

SUMMARY STATEMENT:

Under general supervision, is responsible for planning, organizing, coordinating, and accounting for the inventory of aviation parts, equipment and supply purchases to ensure proper stocking levels for the Department's aircraft repair and maintenance plan. Performs other duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Accepts, receives and reviews requests for aviation parts, supplies, and other equipment. Researches records. Determines if requested item is available. Fills order and/or initiates order with vendor/supplier as required.
2. Obtains requested item. Provides directly or arranges for shipment to ensure minimal "Aircraft On Ground" situations.
3. Receives, verifies and stocks shipped items. Identifies missing, short, excess and/or damaged items, materials, supplies and/or shipments. Works with vendors to resolve differences and concerns. Reconciles discrepancies. Tags and/or records serial, model and related item numbers/identifiers.
4. Enters and retrieves data using computerized systems to maintain and update a variety of files, records, logs, reports, inventory control sheets and other documents for aircraft parts, tools, and maintenance.
5. Arranges for the purchase of parts and equipment as necessary for agency aircraft operations.
6. Handles and stores hazardous materials in compliance with established policies/procedures, OSHA, and state and federal environmental laws.
7. Maintains appropriate job knowledge. Researches information on new products. Develops new sources of supply using catalogs, Internet, vendor contacts, etc.
8. Issues aircraft supplies, parts and keys.
9. Prepares work orders; obtains all pertinent information; refers to parts manual to determine correct parts and numbers; produces computer generated work orders.
10. Maintains contact and negotiates pricing on aircraft parts and services with vendors; evaluates vendor performance.
11. Organizes and arranges warehouse stock to ensure accessibility and orderliness.
12. Prepares perpetual, periodic and special inventories of stock.
13. Prepares statistical reports on aircraft parts and tool inventories.
14. Prepares department requisitions and other required forms.
15. Operates appropriate equipment, including forklift and office machines.
16. Maintains a clean and orderly work area.
17. Assists employees and visitors by phone and in person in order to provide services or information.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. general warehousing procedures.
2. inventory procedures.
3. principles and practices of records management systems.
4. applicable Federal, state, county and/or city statutes, rules, regulations, ordinances, codes, administrative orders, case law, State of Arizona and DPS policies and procedures including state procurement procedures and other operational guidelines and directives. (i.e. OSHA regulations and laws pertaining to the workplace environment).
5. basic principles of proper usage, storage and handling of hazardous materials.
6. aviation parts and their functions.

SKILL IN:

1. the use of keyboard devices to input and retrieve information.
2. operating a forklift.

ABILITY TO:

1. interpret written and oral instructions.
2. perform mathematical calculations involving addition, subtraction, multiplication, and division.
3. perform detailed work with a high degree of accuracy.
4. communicate clearly both orally and in writing.
5. adapt to changes in schedules and job priorities.
6. maintain effective working relationships with employees and the public.
7. work independently with minimal supervision.
8. analyze problems and develop viable solutions.
9. research and reconcile inaccuracies and make appropriate corrections.
10. operate standard office equipment.
11. memorize and recall detailed information and/or numeric combinations.
12. perform job duties effectively in stressful or emergency situations.
13. identify, package and stock aircraft parts, tools and supplies into inventory.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

May be required to work and drive in inclement weather.
May be required to walk or stand for extended periods of time.
May be required to bend, stretch, stoop, reach, and climb.
May be exposed to hazardous chemicals.
May be required to lift and move heavy, bulky items, equipment, supplies and materials weighing up to 85 pounds.

ADDITIONAL REQUIREMENTS:

May be required to travel to perform certain work functions.

MINIMUM QUALIFICATIONS:
Requires three (3) years of aviation warehousing experience, including the use of a computerized aircraft parts inventory and maintenance tracking system. Must have and maintain a valid Arizona driver license.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FSLA Status: Non-exempt

APPROVED: _____DATE: _____

EFFECTIVE DATE: September 30, 2002

Classification Established: September 30, 2002
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

AZ POST Law Enforcement Standards and Compliance Program Administrator – Class Code 5833

SUMMARY STATEMENT:

Under direction, plans, organizes and directs complex audits of law enforcement and corrections agencies to verify compliance with Arizona Peace Officer Standards and Training (AZ POST) selection, training and retention requirements. Oversees investigations involving peace office misconduct requiring AZ POST action, and the evaluation of basic training academies to verify compliance with academic and proficiency training standards for peace officer certification. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS: (not intended to be all inclusive)

1. Directs the Standards and Compliance Unit to attain AZ POST's goals and objectives; supervises professional and support personnel to train, develop and maintain work standards, direct work assignments and motivate and evaluate staff performance.
2. Administers audit functions to ensure AZ POST minimum selection and training standards are adhered to by Arizona law enforcement agencies; administers the decertification function to pursue action against peace officers who violate AZ POST standard of conduct.
3. Reviews and approves unit reports to ensure quality is maintained and investigations are warranted, developed and pursued; prepares complex written reports to keep the AZ POST Board and the Executive Director fully informed.
4. Monitors status of ongoing decertification investigations, standards and training audits and basic training evaluations to ensure all legal requirements are fulfilled.
5. Establishes and implements internal policies and procedures and work standards to provide guidance and direction to unit staff; develops goals and objectives to assist the AZ POST Board in meeting its statutory obligations.
6. Coordinates rules meetings to solicit statewide input from user agencies concerning AZ POST rules and minimum standards; provides direction to the Rules Revision Committee to ensure AZ POST rules and standards are kept current and enhance the public safety.
7. Serves as liaison with federal, state, county, municipal and tribal political officials and administrators by attending meetings to promote open lines of communication; consults with high level law enforcement agency officials to promote AZ POST Board initiatives.
8. Analyzes data and statistics to ensure unit goals are being met and to forecast future needs.
9. Interprets complex laws, administrative rules and past Board actions and decisions to clarify requirements to law enforcement and corrections agencies and ensure consistent and correct Board decisions.
10. Oversees and implements a case management system for the prioritization and tracking of officer misconduct and decertification cases and to ensure data entered is accurate and timely.
11. Investigates complaints concerning unit staff and resolves conflicts between staff and agency heads or administrators.
12. Responds to inquiries from various sources (e.g. general public, non-Arizona certified peace officers, Arizona peace officers, news media, etc.) to provide information

concerning the peace officer certification requirements; analyzes citizen complaints against peace officers; provides information regarding status and certification retention requirements; and answers general questions on certification issues.

13. Testifies at Board, Legislative or administrative hearings or judicial proceedings.
14. Develops unit operating budgets and monitors expenditures.
15. Represents the Board in reviewing other state operations in order to keep current on issues involving national professional standards.
16. Conducts studies to determine, validate and maintain standards and minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. audit methodologies.
2. law enforcement methods and techniques (e.g. conducting interrogations, interviews, investigations, etc.) to ensure effective enforcement of AZ POST rules.
3. the principles of supervision and personnel management.
4. the crime elements that identify misconduct for the purpose of determining AZ POST rules violations.
5. conflict resolution techniques.
6. Arizona Revised Statutes, AZ POST rules and Arizona Rules of Criminal and Administrative Procedures pertaining to peace officer recruitment, appointment, retention or training.
7. report writing techniques to prepare clear, accurate and comprehensive reports.
8. record retention procedures.
9. Arizona POST policies and procedures.
10. mainframe and personal computer job-related software.

SKILL IN:

1. tact and diplomacy to handle sensitive issues.
2. written and verbal communications.
3. research techniques, statistical analysis and data collection.

ABILITY TO:

1. plan and organize resources involving multiple priorities and deadlines in order to meet objectives.
2. identify problems or issues, analyze alternatives and develop viable recommendations.
3. exercise independent judgement or initiative and function with minimal supervision.
4. establish and maintain effective working relationships with those contacted in the course of assignment.

ADDITIONAL REQUIREMENTS:

Statewide travel may be required.

MINIMUM QUALIFICATIONS:

Requires five (5) years of law enforcment experience in the field of criminal, civil, or administrative investigations or audits including one (1) year in managing or monitoring a training function. A Bachelor’s degree in business or public administration, education, criminal

justice or related field from an accredited college or university may substitute for one (1) year of the experience. A Master's degree in business or public administration, education, criminal justice or related field may substitute for two (2) years of the required experience. Must successfully complete the examination process.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____DATE: _____

EFFECTIVE DATE: June 1999

Classification Established: August 18, 1993
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

AZ POST PROGRAM ADMINISTRATOR– Class Code 5831

SUMMARY STATEMENT:

Performs highly responsible and complex administrative work in planning, developing, managing, overseeing, coordinating and implementing statewide multi-jurisdictional, multi-level law enforcement investigative, audit, test development or training sections; verifies compliance with AZ POST standards; provides technical advice to law enforcement agencies, agency heads, state, local and municipal law enforcement agencies; represents state law enforcement interests in consultation with other state's Peace Officers Standards and Training agencies, and agency heads. Supervises subordinate employees as designated; Requires considerable independence and judgment in combining law enforcement knowledge and analytical judgment to resolve issues. Performs related work as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Directs the daily operations of an AZ POST section to ensure individual rights of due process are met and all legal requirements are fulfilled.
2. Ensures the section attains the goals and objectives of AZ POST; establishes and implements internal policies and procedures; develops and implements work standards and directs work assignments;
3. Prepares complex written reports to keep the AZ POST Board and Executive Director informed.
4. Analyzes operational and administrative problems in order to implement effective courses of action; resolves conflicts and clarifies issues arising between staff and agency heads or administrators and investigates complaints concerning unit staff.
5. Implements and monitors information systems for the prioritization and tracking of peace officer testing, training or investigations of peace officer misconduct; ensures data entered is accurate and cases are concluded in a timely manner.
6. Oversees AZ POST audit functions to ensure AZ POST selection, retention and testing standards for individual peace officers are adhered to by Arizona law enforcement agencies.
7. Designs and applies evaluation techniques and proficiency testing methods that measure the effectiveness of
8. AZ POST programs.
9. Interprets complex laws, administrative rules and past Board actions and decisions to clarify requirements to law enforcement and corrections agencies and ensure consistent and correct Board decisions; represents the Board in reviewing other state operations.
10. Maintains effective public relations with federal, state, county, municipal and tribal political officials and the public, including interpretation and advocacy of AZ POST policy.
11. Conduct studies to determine, validate and maintain selection standards, testing standards, training and minimum qualifications for peace officers statewide.
12. Responds to inquiries from various sources (e.g. governmental officials, general public, news media, etc.) to provide information regarding peace officer certification and retention and complaints against peace officers.

13. Supervises, identifies, monitors the use and directs the activities of subject matter experts.
14. Serves as a liaison on committees; consults with law enforcement agency heads and government officials, serves as a technical consultant to agency heads, administrators and other high level government officials.
15. Maintains knowledge of current trends in law enforcement, community involvement and economic issues in order to anticipate and plan for impact on peace officer certification and retention requirements.
16. Develops and directs multiple schedules and logistics of complex projects.
17. Develops, implements, and monitors negotiated contracts and intergovernmental agreements regarding the selection and retention of peace officers.
18. Testifies at Board, Legislative or administrative hearings or judicial proceedings.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:
1. audit methodologies.
2. law enforcement methods and techniques (e.g. conducting, interrogations, interviews, investigations, etc.) to ensure effective enforcement of AZ POST rules.
3. conflict resolution techniques.
4. Arizona Revised Statutes, AZ POST rules and Arizona Rules of Criminal and Administrative Procedures pertaining to peace officer recruitment, appointment or retention.
5. the principles and practices of administration, management, and personnel supervision.
6. program or project management techniques.
7. learning theory or principles as applied to adult learning.
8. instructional strategies and methodologies.
9. problem-solving techniques.
10. report-writing techniques to produce analytical reports or written materials.
11. principles and practices of supervision.
12. copyright restrictions in regard to testing materials.
13. current law enforcement techniques, trends, and strategies.
14. applicable federal law and regulations for recruitment, selection and retention.
15. statistical concepts and methods as they apply to test and salary data.

SKILL IN:
1. communicating clearly and concisely, both orally and in writing.
2. formulating concepts and developing strategies and solutions.
3. making oral presentations to groups.
4. organizing time and resources (e.g. people, facilities, events, materials, etc.),
5. analyzing information and drawing valid conclusions.
6. research techniques, statistical analysis and data collection.
7. developing understandable and usable methodologies for describing complex ideas.
8. mainframe and personal computer job-related software.

ABILITY TO:
1. plan and organize resources involving multiple priorities and deadlines in order to meet objectives.

2. organize, prioritize and perform multiple tasks to complete job functions in an orderly, efficient manner.
3. exercise independent judgment or initiative and function with minimal supervision.
4. conduct research, gather information and analyze a variety of data.
5. identify problems or issues, analyze alternatives and develop viable recommendations.
6. perform detailed work with a high degree of accuracy.
7. consult with all levels of management within various federal, state, county and municipal law enforcement agencies.
8. develop and present grant proposals.
9. develop feasible short and long-range plans to develop and complete projects.
10. establish and maintain effective working relationships with those contacted in the course of assignment.
11. exercise good judgment in safeguarding confidential or sensitive information.

ADDITIONAL REQUIREMENTS:
Statewide travel may be required to perform certain work functions.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

MINIMUM QUALIFICATIONS:
Requires a Bachelor's degree in business or public administration, education, criminal justice or related field and five (5) years of law enforcement experience and at least two (2) years of which is in the field of criminal, civil, or administrative investigations, audits or test development. A Master's degree in business or public administration, or education may substitute for one (1) year of the required experience.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____DATE: _____

EFFECTIVE DATE: July 3, 2004

Classification Established: November 29, 2001
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

BACKGROUND INVESTIGATOR – Class Code 5708

SUMMARY STATEMENT:

Responsible for completing confidential background investigations of applicants under consideration for hire by the Department by gathering, compiling and analyzing relevant facts. Performs related work as assigned. The work schedule for this classification can be assigned as either intermittent or regular. This is a competitive classification which may be held in either sworn or civilian status.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Researches and conducts confidential investigative backgrounds on applicants for the Department.
2. Interviews subjects and references in person or by telephone; gathering, compiling and analyzing information relevant to applicants.
3. Assess data from various databases and information systems to check for inconsistencies related to the applicant's background, financial information, possible criminal history, etc.
4. Analyzes findings and prepares summary reports with appropriate documentation to support recommendations for the applicant.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. report writing techniques in order to prepare clear**,** accurate and comprehensive reports.
2. law enforcement methods and techniques (e.g., conducting interrogations, interviews, investigations, etc.) to ensure extensive information is provided on background.
3. research techniques, statistical analysis and data collection.
4. electronic information systems to access data and prepare reports.
5. modern office practices, procedures and equipment.
6. business English, spelling and grammar.

SKILL IN:

1. computer software programs used in researching information and preparing reports.
2. the use of computer keyboard devices.
3. analyzing information and drawing valid conclusions.

ABILITY TO:

1. communicate clearly and effectively both orally and in writing.
2. work within stringent deadlines.
3. organize, prioritize and perform multiple tasks to complete job functions in an orderly, efficient manner.
4. work independently with minimal supervision.
5. establish and maintain effective working relationships with those contacted in the course of assignment.
6. read, comprehend, and interpret complex written materials.

7. understand written and verbal instructions to complete assigned tasks accurately.
8. perform detailed work with a high degree of accuracy.
9. exercise good judgment in safeguarding confidential or sensitive information.
10. exercise diplomacy when dealing with people in sensitive situations.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

ADDITIONAL REQUIREMENTS:
May be required to travel to perform certain work functions.

MINIMUM QUALIFICATIONS:
Must have and maintain a valid Arizona driver license. Requires a minimum of 10 (ten) years investigative experience in an Arizona law enforcement agency. Cannot be currently employed with a law enforcement agency.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: August 21, 2006

Classification Established: August 21, 2006
Revision Date(s):

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

BUDGET ANALYSIS SUPERVISOR – Class Code 5406

SUMMARY STATEMENT:

Supervises and performs advanced budgetary analysis and financial report preparation. Assists the Comptroller with budget preparation and administration. Performs related duties as assigned.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Supervises budget personnel, which includes: interviewing prospective employees; providing and/or recommending training; coordinating, scheduling and assigning work product; establishing performance measures, goals, objectives and priorities; evaluating work performance; providing feedback, direction and guidance; keeping personnel abreast of new or revised information; answering questions; and recommending and/or implementing personnel actions
2. Assists the Comptroller with the preparation of the Department budget request (biennial and supplemental) for legislative review and adoption.
3. Allocates the Department's appropriated budget from the Legislature among the various cost centers based on appropriation bill and input from management.
4. Establishes and modifies chart of accounts for the Department to properly record all financial transactions by fund and appropriation.
5. Monitors and reviews the Department's fund and appropriation balances in computerized state accounting systems to ensure adequate monies are available for expenditures.
6. Prepares informational and follow-up reports (e.g., monthly activity, budgetary or financial, statistical, etc.) to provide accurate information and respond to questions from management.
7. Negotiates the indirect cost rate of the Department with the federal cognizant agency.
8. Gathers, analyzes and summarizes data and information in order to provide accurate information for briefs, reports and correspondence, and to assist management in developing planning strategies and efficient use of funds.
9. Proofreads written information (e.g., correspondence, contracts, etc.) to ensure accuracy of information, consistency with administrative policy, format and rules of grammar.
10. Tracks time-sensitive events to assure deadlines are met.
11. Directs the development, design, re-design, implementation, and/or enhancement of computerized systems applicable to assigned program to enhance customer service and employee productivity.
12. Acts as a liaison to high-level officials (e.g., legislators and other federal, state, county and city executives, Department management and other law enforcement administrators) to obtain and disseminate information and resolve issues. Serves as a liaison between the Department and other agencies/associations to investigate and resolve problems, and facilitate the proper flow of information.
13. Obtains and disseminates information, assesses needs and resolves discrepancies with budget personnel.
14. Conducts briefings to management or other executives to report information and answer questions.

15. Attends meetings or conferences to obtain or disseminate information regarding budget issues.
16. Trains personnel in budget-related issues.
17. Serves in the absence of the Comptroller.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

1. operational analysis and decision-making techniques for resource allocation and organizational effectiveness.
2. budget policies and procedures required to develop and administer a program or work unit budget.
3. fiscal management and budgetary preparation and control required to administer a program budget.
4. the principles and practices of supervision.
5. team concepts in accomplishing tasks within a group.
6. state and federal statutes, laws and regulations applicable to governmental budget and grant programs.
7. the theories, principles and practices of planning, organizing and developing program/project.
8. general accounting principles and state procurement policies.
9. records management systems (both automated and manual).
10. state financial and budgetary processes and control mechanisms, including the role of the Joint Legislative Budget Committee (JLBC) and Office of Strategic Planning and Budgeting (OSPB), to effectively develop, administer and monitor a budget and present it for legislative approval.
11. business English, spelling, grammar and punctuation to produce and proofread complex written documents.

SKILL IN:

1. modern office practices, procedures and equipment to perform office functions in an efficient manner.
2. the use of computer keyboard devices.
3. the use of computer software programs.
4. reviewing, proofreading, editing and verifying forms, documents, computer printouts and other written materials for accuracy and adherence to policies and procedures.
5. report writing to produce analytical and technical reports.

ABILITY TO:

1. evaluate programs and services and develop resolutions to problems to ensure maximum utilization of resources and adherence to applicable federal, state and local laws, policies, procedures, rules and regulations.
2. independently make decisions and take appropriate action to administer programs and complete projects.
3. exercise good judgement in safeguarding confidential or sensitive information.
4. accurately interpret Department policies and procedures to provide and clarify information for personnel.

5. develop, monitor and manage a budget to ensure expenditures remain within allocated funding.
6. train personnel regarding policies and procedures applicable to the assigned program or work area.
7. develop, revise, update and prepare policies and procedures applicable to the assigned program or work area.
8. identify problems and analyze alternatives to develop viable recommendations for projects and assignments.
9. compile, correlate, analyze and present statistical and financial data to determine and project budget needs.
10. organize, prioritize and perform multiple tasks.
11. calculate moderate to complex mathematical problems.
12. work within stringent deadlines to complete projects and assignments.
13. research and reconcile inaccuracies and errors in documents, computer printouts and other written materials.
14. establish and maintain effective working relationships with those contacted in the course of assignment.
15. effectively communicate orally and in writing with all levels.
16. read, comprehend and interpret complex written materials.
17. make oral presentations to small and large audiences.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

MINIMUM QUALIFICATIONS:
A Bachelor's degree in accounting, finance or a related field from an accredited college or university and four (4) years of professional-level experience in accounting, finance, budget preparation or a related field.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: February 3, 2001
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

BUDGET ANALYST – Class Code 5405

SUMMARY STATEMENT:

Performs advanced journey-level budget preparation, fiscal analysis and administrative services at the Division level within the Department. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Monitors and tracks the Division budget and personal services expenditures.
2. Provides financial analysis of budget expenditures, incomes and reimbursements, and makes recommendations on a spending or reduction plan.
3. Maintains payroll figures for employees including salary and benefit costs by tracking employee activity.
4. Processes and tracks operating financial transactions.
5. Coordinates time and activity processing with specific responsibility for performing leave adjustments and entering leave without pay accounting summaries.
6. Reports information to management regarding budget issues/problems and assists in improving and maintaining budget controls.
7. Coordinates, directs and reviews the budgetary work of others in order to ensure tasks are completed accurately and in a timely manner. Trains personnel on budget-related issues.
8. Certifies expenditures are properly authorized and funds are readily available.
9. Participates in annual budget preparation and administration by providing historical and Division-specific information.
10. Prepares, reviews and reconciles budgetary and financial reports.
11. Prepares graphic presentations (e.g., matrices, charts, graphs, spreadsheets, tables, and time lines) to improve information presentation and comprehension.
12. Conducts vacancy savings, revenue and expenditure forecasting.
13. Conducts fiscal impact analyses.
14. Prepares payroll projections.
15. Assists in establishing financial standards and procedures.
16. Assists with and participates in the Department's program budgetary process.
17. Compiles and processes overtime.
18. Assists with the preparation of the Department's annual budget reports.
19. Prepares, processes and reviews written documents (e.g., correspondence, contracts, invoices, etc.) to ensure compliance.
20. Processes contracts by obtaining approval from Legal and acquiring all necessary signatures.
21. Participates in audits and/or inspections to provide information, make recommendations and procedural changes, and ensure compliance.
22. Maintains, distributes and audits undercover funds used by Department employees and other police agencies.
23. Distributes and tracks "flash" funds to outside police agencies.

24. Researches, gathers, summarizes and analyzes data to provide accurate information for briefs, reports, correspondence and presentations, and to develop and propose recommendations.
25. Develops and maintains automated systems to update and track information.
26. Responds to budget inquiries and related problems in order to provide assistance in resolving budget issues.
27. Analyzes, interprets and reviews regulations, laws, policies and procedures to ensure compliance.
28. Attends meetings, conferences and seminars to exchange information and/or address needs and concerns.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. business English, spelling, grammar and punctuation to produce and proofread complex written documents.
2. principles and practices of mathematics, accounting and statistics.
3. financial research and analysis principles.
4. modern office practices, procedures and equipment required to perform office functions in an efficient manner.
5. records management systems (automated and manual).
6. state and federal statutes, laws and regulations applicable to governmental budget programs.
7. financial forecasting and analysis.
8. general accounting principles and state procurement policies.
9. budget policies and procedures required to develop and administer a program or work unit budget.

SKILL IN:
1. the use of computer software programs.
2. the use of computer keyboard devices.
3. reviewing, proofreading, editing and verifying forms, documents, computer printouts and other written materials for accuracy and adherence to policies and procedures.
4. modern office practices, procedures and equipment to perform office functions in an efficient manner.
5. report writing to produce analytical and technical reports.

ABILITY TO:
1. read, comprehend and interpret complex written materials.
2. research and reconcile inaccuracies and errors in documents, computer printouts and other written materials.
3. calculate moderate to complex mathematical problems.
4. work within stringent deadlines to complete projects and assignments.
5. organize, prioritize and perform multiple tasks.
6. interpret Department policies and procedures to provide and clarify information for personnel.
7. compile, correlate, analyze and present statistical and financial data to determine and project budget needs.
8. develop and monitor a budget to ensure expenditures remain within allocated funding.

9. independently make decisions and take appropriate action to administer programs and complete projects
10. perform detailed work of a difficult nature with a high degree of accuracy.
11. establish and maintain effective working relationships with those contacted in the course of assignments.
12. make presentations to small and large audiences.
13. effectively communicate orally and in writing at all levels.
14. exercise good judgement in safeguarding confidential or sensitive information.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.
May be required to sit for extended periods of time.

ADDITIONAL REQUIREMENTS:
May be required to travel to perform certain work functions.

MINIMUM QUALIFICATIONS:
Requires one (1) year of experience as an Administrative Services Officer with budgetary experience with DPS **OR** a Bachelor's degree from an accredited college or university in accounting, finance or a related field and five (5) years of professional and analytical budgetary experience.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: February 3, 2001
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

CADET OFFICER – Class Code 1100

SUMMARY STATEMENT:

Participates in the training program of the Arizona Law Enforcement Academy (ALEA) and other training designated by the Department of Public Safety to learn general duty police work. Performs related duties as assigned. Upon successful completion of training and certification as a peace officer by ALEA, the incumbent is reclassified to Officer I. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Learns patrol, investigation, traffic control and safety, police methods, first aid, and community and police relations.
2. Learns federal, state, and local traffic and criminal laws.
3. Learns Department policies and procedures.
4. Learns to prepare clear, concise, and grammatically correct reports.
5. Participates in a physical fitness program to develop the physical skills necessary for the job.
6. Learns proper work habits, appearance, and interpersonal skills.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. English grammar and composition.

SKILL IN:
1. the operation of a vehicle.

ABILITY TO:
1. analyze situations or information and adopt quick, effective, and reasonable courses of action.
2. maintain composure and work effectively under highly stressful conditions.
3. read and understand complex written information.
4. observe and recollect details.
5. understand and follow oral directions.
6. work independently.
7. establish and maintain cooperative working relationships with those contacted in the course of work.
8. work any hours including weekends, holidays, rotating shifts, call-outs and overtime.
9. perform work for extended periods of time in environments of extreme heat or cold, or wet conditions.
10. use specialized protective equipment or clothing.
11. perform the physical requirements of the work (e.g., run and/or jump over rough terrain and obstacles; physically take custody of persons; subdue and apprehend combative suspects;

safely search persons and places; push or pull heavy objects and apply force with upper and lower body; reach, bend, stoop, kneel, twist and turn, etc.)

12. perform basic mathematic and statistical calculations.
13. communicate clearly and concisely, both orally and in writing.
14. operate a computer to input and retrieve information.

POSITION AGREEMENTS:
Department of Public Safety sworn personnel are stationed throughout Arizona with some individuals living in Utah, California, Nevada and Colorado. Officers may be assigned to any of these positions.

MINIMUM QUALIFICATIONS:
Must be a U.S. citizen and a high school graduate or have a GED. Must be at least 21 years of age at the completion of ALEA training. By the starting date, must be a resident of the state of Arizona and possess a valid Arizona driver license.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: October 3, 1998

Classification Established: November 11, 1992
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

CONCEALED WEAPONS PROGRAM COORDINATOR – Class Code 2030

SUMMARY STATEMENT:
Under general supervision is responsible for the coordinative and administrative support functions of the Concealed Weapons Permit Program (CWPP) to include conducting investigations, auditing records, writing lesson plans and instructing classes related to concealed weapons, and representing the state at administrative appeals. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Performs daily administrative functions of the CWP including answering phones, mailing applications, daily money transmittal, and various clerical duties.
2. Writes, modifies and maintains lesson plans relating to firearms safety, marksmanship, deadly force issues, maintenance, mental conditioning and judgmental shooting.
3. Answers CCW program and firearms related questions from CCW firearms instructors, other governmental agencies and citizens.
4. Maintains all records on CCW instructors and training organizations and approve/deny their applications.
5. Schedules and instructs classes on laws related to CCW in Arizona for ALEA cadets/officers and the firearms instructor class for all new AZ CCW firearms instructors; in the course of instructing, may be required to handle a firearm.
6. Represents the state at administrative appeals regarding the denial/suspension of permits and/or instructor certifications.
7. Investigates CCW instructors and training organizations for administrative rule or criminal law violations.
8. Assists law enforcement personnel in criminal or administrative investigations involving permit holders, instructors or training organizations.
9. Serves as liaison between DPS and instructors, training organizations, firearms organizations, permit holders, the general public and news media concerning CCW/firearms related issues.
10. Monitors news media relating to crimes or other significant incidents that may involve CCW permit holders, instructors or training organizations.
11. Develops, maintains and distributes various training-related information and materials to instructors and training organizations.
12. Writes and/or modifies administrative rules for the Arizona CCW program for approval.
13. Queries ICE databases to determine firearms eligibility of non-US born applicants.
14. Participates in exchange of information with law enforcement personnel in other states relating to CCW permit reciprocity/recognition and related state laws.
15. Writes Concealed Weapons Permit Unit newsletters for training organizations.
16. Implements new laws and modifications to the state CCW program.
17. Participates in meetings with the CCW Advisory Committee.
18. Reads and interprets other state's firearms/CCW laws for the purposes of recognition/reciprocity of permits.
19. Audits records of training organizations in order to ensure compliance with rules and regulations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. state, national and federal weapons laws to include applicable case law.
2. legislation, policies and procedures as related to the AZ CCW permit program.
3. the legislative process.
4. firearms instruction to include safety, marksmanship, deadly force issues, maintenance, mental conditioning and judgmental shooting.
5. business English, spelling, grammar and punctuation required to produce and proofread written complex documents.
6. records management systems (both automated and paper files) to ensure accurate maintenance of files and ease of retrieval.
7. report writing in order to produce statistical or technical reports in an appropriate format.
8. modern office practices, procedures and equipment to perform office functions in an efficient manner.

SKILL IN:

1. interpreting state law with the assistance of the Attorney Generals office.
2. initiating/completing administrative or criminal investigations.
3. creating lesson plans to be used to instruct a particular topic.
4. researching information on a local, state or federal level.
5. in the use of computer keyboard devices.
6. computer software programs.
7. the use of firearms.

ABILITY TO:

1. instruct groups of various sizes on a particular topic.
2. effectively communicate both orally and in writing at all levels.
3. interpret and apply moderately difficult to complex written information.
4. conduct research, gather information and analyze a wide variety of data and statistics to complete reports and assignments.
5. learn automated criminal information systems and appropriate codes (e.g., NCIC, ACCH, FACT, etc.).
6. interpret criminal history records.
7. set short and long range plans or goals for programs and projects.
8. compose written material for different levels of readership.
9. use discretion in the dissemination of oral and written communication in order to safeguard confidential or sensitive information.
10. work under minimal supervision and make independent decisions.
11. perform detailed work with a high degree of accuracy.
12. organize, prioritize and perform multiple tasks to complete job functions in an orderly, efficient manner.
13. complete assignments within a designated deadline.
14. establish and maintain effective working relationships with those contacted in the course of assignment.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Office setting.

ADDITIONAL REQUIREMENTS:
Must obtain ACJIS Terminal Operator Certification within six months of hire, and maintain certification throughout the course of this assignment with the Department. Statewide travel may be required to perform certain work functions.

MINIMUM QUALIFICATIONS:
Must have a minimum of 2 years of experience with gun handling, instructing and coaching firearms training and experience with firearm/range related issues; law enforcement experience preferred. Must be able to legally possess a firearm. Must possess an Arizona driver license no later than effective starting date.
Must possess a current certificate of completion from one of the following authorized firearms-safety training instructor programs:

- Arizona Basic Police firearms Instructor Certification
- NRA Police Firearms Instructor Development School
- NRA Law Enforcement Security Firearms Instructor Development School
- NRA Pistol Instructor and Personal Protection Instructor rating
- NRA Law Enforcement Tactical Handgun Instructor rating
- NRA Law Enforcement Handgun/Shotgun Instructor rating
- Firearms Instructor Training Program, issued by a federal law enforcement agency

Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: September 14, 2005

Classification Established: September 14, 2005
Revision Date(s): July 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

COMMANDER – Class Code 1266

SUMMARY STATEMENT:

Commands a major segment or function of the Department. Responsibilities include planning, supervising, coordinating and evaluating the work of assigned personnel within an operational or support function. Supervision is exercised over a staff of sworn and/or civilian personnel primarily through subordinate supervisors. Performs highly complex administrative duties, and related duties as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Develops, administers, and evaluates administrative and operational policies and procedures to ensure attainment of Department goals and objectives.
2. Participates in the development and implementation of the Department's Strategic Plan.
3. Plans, organizes, and manages the work of assigned personnel either directly or through subordinate supervisors. Assesses performance and provides training. Administers disciplinary action when required. Prepares and/or reviews performance evaluations. Participates in the selection and assignment of personnel.
4. Coordinates operations and activities with other commanders within the Department, and with other law enforcement agencies.
5. Responds to critical incidents and takes command if appropriate.
6. Oversees complex criminal investigations by providing direction, control and resources.
7. Represents the Department on committees and at meetings of local, state, and federal law enforcement agencies.
8. Responds to inquiries and requests from legislators and governmental agencies. Testifies on public safety and budgetary issues in support of the Department's mission.
9. Prepares and administers a segment of the Department's budget to maximize resources and services. Makes recommendations for capital equipment and personnel.
10. Monitors the acquisition, use, and disposal of Department property and equipment.
11. Prepares or supervises the preparation of required reports.
12. Analyzes the impact of legislative and judicial decisions on Department operations. Initiates and implements policy and procedural changes to ensure Department compliance with new or revised statutes, regulations, and court decisions.
13. Represents the Department in the community and speaks to diverse audiences.
14. Provides information to the news media when required.
15. Exercises full peace officer authority when required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1 the Department's mission, goals, objectives, structure, resources and programs.
2. the Department's General Orders, policies and procedures, and LEMSC Rules.
3. law enforcement methods, practices and procedures.
4. Department investigation policies and procedures.

5. tactical operations to coordinate resources and bring situations to a resolution.
6. AZPOST and Department training requirements.
7. the principles of budget management, Department fiscal procedures, and the state procurement process.
8. applicable federal, state and local statutes and regulations, and court decisions.
9. the political and community infrastructure and public safety issues.
10. internal audit and inspection procedures for the purpose of evaluating the effectiveness of the unit's operation.
11. the principles and practices of management and supervision.
12. the dynamics of team building and motivation.
13. research techniques, including statistical analysis and data collection.

SKILL IN:

1. written communications to prepare reports, proposals, action plans, policies, procedures, etc.
2. oral communications to make group presentations or communicate one-on-one.
3. leadership to provide command direction for the accomplishment of operational objectives.
4. the practice of logistics and time management in order to plan and organize resources, handle multiple priorities, and meet deadlines.

ABILITY TO:

1. identify problems, analyze alternatives, draw valid conclusions and implement recommendations.
2. perform the functions of the job under highly stressful or critical conditions.
3. read, interpret and apply written information.
4. use computerized equipment (e.g. hardware, software, peripherals, etc.).

SPECIAL REQUIREMENTS:

Must possess and maintain AZ POST certification as a sworn peace officer.
Must have a valid Arizona driver’s license.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

May be required to respond to crime scenes or critical incidents.
May be exposed to outdoor weather conditions, fumes or dust, toxic or caustic chemicals or bodily fluids.

MINIMUM QUALIFICATIONS:

Requires three years of experience and permanent status as a Lieutenant with the Arizona Department of Public Safety. Must have an overall performance evaluation rating of at least “standard” for the preceding 12 months. One hundred twenty (120) semester hours (or the equivalent quarter hours) from an accredited college or university may substitute for one year of experience.

Must successfully complete the examination process.
FLSA status - Exempt

APPROVED: _____DATE:_____

EFFECTIVE DATE: April 1, 2000

Classification Established: April 1, 2000
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

COMMUNICATIONS TOWER TECHNICIAN SUPERVISOR
Class Code 6345

SUMMARY STATEMENT:

Under direction, provides hands-on supervision for the construction, installation, and maintenance of radio communications antenna systems, towers, and electric power generating equipment. Plans, organizes and schedules project and maintenance work for unit. Trains employees to ensure conformance to high standards of safety and quality. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive**):**

1. Plans, organizes, and supervises the work of subordinate personnel to provide direction and feedback and ensure assigned projects and tasks are completed accurately by the specified due date using Department of Public Safety (DPS) General Orders, and section policies and procedures.
2. Prioritizes incoming assignments to assure accurate and timely completion of work using section and/or unit practices.
3. Analyzes problems with remote communications sites to determine cause of problem and/or failure, and determine appropriate remedy using technical expertise.
4. Prepares various DPS forms (e.g. purchase requisition, purchase order, surplus property transfer, etc.) to procure, or dispose of, buildings, materials, supplies, and equipment in accordance with established State and DPS policies and procedures.
5. Evaluates bids to determine the best vendor/contractor to supply materials or best contractor to perform tower installations on remote communication sites using a personal computer, Department of Administration (DOA) and DPS procurement policies, and State bid policies.
6. Monitors purchase orders and evaluates needs for communication expenditures to coordinate unit budget using standard office equipment.
7. Establishes performance measures, goals, objectives and priorities for assigned work unit utilizing all section and Department policies and procedures, and General Orders.
8. Researches and evaluates new antenna system and radio rigging products to upgrade existing systems and make recommendations for future projects using technical expertise and vendor product information.
9. Installs, maintains, repairs, removes, and retrofits antenna systems equipment and power systems (e.g. antennas, dishes, feedlines, ice shields, microwaves, electric generators, etc.), sometimes under adverse conditions (e.g., high towers, inclement weather, remote sites, etc.), to maintain operational radio communications throughout the statewide network using safety equipment and hand, power, and specialty tools.
10. Acquires and modifies personal safety and tower safety equipment, and modifies tower safety features to comply with changes in OSHA requirements and regulations using federal and state statutes and section practices.
11. Analyzes remote communications sites to determine best location and proper placement for installation of new antenna systems equipment using section documentation, manufacturers' documents, and specialized equipment.

12. Communicates orally and in writing with DPS employees, other state and federal agencies and the general public to provide information and resolve issues using standard office equipment, and DPS policies, procedures and General Orders.
13. Evaluates the work performance of subordinate employees in order to advise employees of the requirements and expectations of their positions and provide feedback regarding work performance by using job performance documentation, evaluation forms, and personal observation.
14. Plans and carries out all necessary steps to install and/or build tower foundations, buildings, and towers to enhance the statewide communications system using architectural drawings and plans and technical expertise.
15. Travels to work locations including remote mountaintops to perform functions of the job, sometimes under adverse conditions, using appropriate vehicles (e.g. 4-wheel drive, snowcat, trailer, tractor, crane, fork lift, rotary wing aircraft, etc.).
16. Develops and conducts training of subordinate personnel to assure quality, safe and proper use of tools, equipment, and materials, and to demonstrate safety or technical job requirements using appropriate visual aids and materials.
17. Handles hazardous materials to assure proper use, storage and disposition using Department of Environmental Quality (DEQ) regulations, mask, gloves, and hazardous materials placards.
18. Develops and maintains working relations with vendors and suppliers to ensure availability of supplies, services, parts, and lodging using standard office equipment.
19. Responds to 24-hour calls for assistance to provide emergency support to return antenna systems equipment to operational mode during off-duty hours using 4-wheel drive trucks, snowcats, rotary wing aircraft, and snowshoes.
20. Inspects the work of subcontractors to ensure the quality of work meets established standards using OSHA regulations, blueprints, diagrams, and technical expertise.
21. Plans, surveys, constructs, and installs communications towers and sites to expand DPS' communications coverage in the state using a personal computer, standard office equipment, blueprints, Pert and Gantt charts, hand tools, and heavy equipment (e.g. back hoe, front loader, crane, etc.).
22. Maintains work order logs to record and document work performed and associated costs using modern office equipment.
23. Remains current on job-specific and Departmental topics through training courses, workshops, seminars, professional organizations, professional publications, etc. to apply appropriate policies and technologies to assigned job functions.
24. Interprets a variety of documents (e.g. blueprints, diagrams, manufacturer specifications, etc.) to ensure proper installation of communication systems using technical expertise, and knowledge of blueprints and diagrams.
25. Makes preliminary line-of-sight surveys from communication towers using climbing and safety gear (e.g., climbing belt, harness, hard hat, steel toed boots, etc.).
26. Operates various construction equipment (e.g. truck cranes, backhoes, front loaders, hydraulic/electric winches, fork-lifts, concrete mixers, hand tools, etc.) to install building or tower foundations, load/unload communications equipment and supplies, and install/remove antenna systems equipment.
27. Initiates and/or recommends personnel actions to hire employees, and addresses current personnel issues using appropriate DPS forms, in accordance with DPS General Orders, and Law Enforcement Merit System Council (LEMSC) rules.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the design and fabrication of metal support structures (e.g. antenna brackets, ice shields, solar array supports, feedline support systems, mono pole towers, etc.).
2. the principles and methodology of propagation in predicting areas of radio coverage and related dead spots.
3. the proper use and care of shop equipment and hand and power tools.
4. standard safety practices and equipment (e.g. hard had, climbing belt, steel-toed boots, etc.).
5. laws, statutes, ordinances, rules, regulations, policies, procedures, and guidelines applicable to the job function.
6. the principles and practices of construction planning and installation.
7. the practices and procedures of preventive maintenance on physical structures and equipment.
8. the principles and methods of supervision and training.

SKILL IN:

1. oral communications in one-on-one and group settings.
2. diagnosing the source of problems and determining the most effective solutions.
3. operating welding equipment to fabricate communications hardware.
4. operating electronic diagnostic equipment (e.g. digital voltmeters, Time Domain Reflectometers [TDR's], Wattmeters, etc.).
5. the proper handling, use, and disposal of hazardous materials (e.g. explosives, contaminating liquids and gases, etc.).
6. maintaining and operating vehicular and heavy construction equipment (e.g. ditch witch, automobile, snowcat, pick-up truck, forklift, 4-wheel drive truck, trailer, crane, backhoe, front loader, etc.).

ABILITY TO:

1. supervise others.
2. apply appropriate directives (federal, state, and local laws; Department policies and procedures; blueprints, diagrams, schematics, manuals, etc.) to daily work activities.
3. remain calm under stressful conditions.
4. work independently with minimal supervision.
5. perform basic mathematical calculations (e.g. addition, subtraction, multiplication, division, etc.).
6. analyze information and draw conclusions.
7. develop and conduct educational presentations.
8. establish and maintain effective interpersonal relations.
9. acquire additional skills to maintain technical and professional competencies.
10. use standard office equipment (e.g. telephone, FAX, photocopier, typewriter, personal computer, etc.).
11. work outdoors in inclement weather.

ADDITIONAL REQUIREMENTS:

1. Ability to climb tall structures (100 feet or more) with 50 lb. load to perform work at altitudes of up to 12,000 feet.
2. Ability to lift heavy objects (up to 35 pounds).
3. Ability to work outdoors in all types of weather conditions.
4. Availability to work irregular hours and/or respond to emergency call-outs on a 24 hour basis.
5. Ability to travel extensively throughout the state.
6. Applicant/Employee's weight and tools combined may not exceed 280-pound weight limit as specified by the manufacturer of safety equipment.
7. Applicant/Employee's waist circumference must not exceed 60 inches measured at the navel as specified by the manufacturer of safety equipment.

MINIMUM QUALIFICATIONS:

Requires three (3) years of experience in radio communication tower construction, rigging, and maintenance. Must possess a valid Arizona driver license no later than effective starting date. Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: September 14, 2005

Classification Established: January 3, 1998
Revision Date(s): November 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

COMMUNICATIONS TOWER TECHNICIAN TRAINEE
Class Code 6340

SUMMARY STATEMENT:

This is a limited term, trainee position in communication tower construction, maintenance, and rigging. It is designed to allow the incumbent to acquire the necessary skills, training and experience required to enter the classification of Communications Tower Technician. Advancement to Communications Tower Technician is earned after satisfactory performance during this one year probationary period and successful completion of the Communications Tower Technician examination process.

The Communications Tower Technician Trainee, under close supervision, assists with the construction, installation, maintenance and repair of antenna systems, communication towers and support structures, throughout the state. The Communications Tower Technician Trainee will be required to travel extensively throughout the state, work irregular hours, and work under hazardous conditions in the performance of the job. Performs other duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Climbs and works on communications towers for the purpose of installing, replacing, and repairing antenna systems equipment; performs tower maintenance.
2. Installs tower foundations and erects towers using construction and rigging equipment, and earth moving machinery.
3. Fabricates metal support brackets and support structures using welding equipment.
4. Keeps records and assures that maintenance is performed on pool trucks and construction equipment.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the basic use and care of hand tools and mechanical equipment.
2. the basic methods of arc and oxyacetylene welding.
3. the hazards associated with tower climbing, construction equipment, and working on or near energized lines and equipment, and appropriate safety precautions and equipment.
4. basic vehicle maintenance requirements.

ABILITY TO:

1. drive 4-wheel drive vehicles.
2. operate heavy construction equipment (e.g., concrete mixer, backhoe, ditch witch, etc.).
3. analyze situations accurately and adopt an appropriate course of action.
4. to communicate orally and in writing.
5. follow instructions accurately and complete assigned course of action.

6. recognize safety hazards and perform duties in a safe manner.
7. work under close supervision.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

1. Ability to climb tall structures (100 feet or more) with 50 lb. load to perform work at altitudes of up to 12,000 feet.
2. Ability to lift heavy objects (up to 35 pounds).
3. Ability to work outdoors in all types of weather conditions.
4. Availability to work irregular hours and/or respond to emergency call-outs on a 24 hour basis.
5. Ability to travel extensively throughout the state.
6. Applicant/Employee's weight and tools combined may not exceed 280-pound weight limit as specified by the manufacturer of safety equipment.
7. Applicant/Employee's waist circumference must not exceed 60 inches measured at the navel as specified by the manufacturer of safety equipment.

MINIMUM QUALIFICATIONS:

Requires all of the following:

1. High school diploma or equivalent.
2. Working knowledge of basic hand tools, mechanical equipment, and electro-mechanical equipment.
3. Possession of a valid Arizona driver license no later than effective starting date.

Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: September 14, 2005

Classification Established: September 14, 2005
Revision Date(s): July 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

COMMUNICATIONS TOWER TECHNICIAN
Class Code 6341

SUMMARY STATEMENT:

Under general supervision, installs and maintains radio communications towers, antenna systems, and related site structures; acts as a project leader when assigned; works irregular hours and travels extensively throughout the state. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Installs, maintains, repairs, removes, or retrofits antenna systems equipment and power systems (e.g. antennas, microwave dishes, feedlines, ice shields, etc.), sometimes under adverse conditions (e.g., high towers, inclement weather, remote sites, etc.) to maintain operational communications throughout the statewide network using safety equipment and hand, power, and specialty tools.
2. Transports heavy equipment to work locations including remote mountaintops to perform functions of the job using appropriate vehicles (e.g. 4-wheel drive vehicle, snowcat, trailer, tractor, crane, fork lift, etc.).
3. Operates construction equipment (e.g. ditch witch, 4-wheel drive vehicles, hydraulic/electric winches, fork-lifts, etc.) to dig holes, inspect guy wire anchors, load/unload communications equipment and supplies, and install/remove communications equipment using safety equipment and clothing, and hand tools (e.g., hard hat, seat belt, etc.).
4. Designs and fabricates tower hardware and accessories to maintain, repair, and retrofit antenna systems equipment in order to support communications system operation using fixed and portable power tools and welding equipment.
5. Plans, surveys, and organizes the construction and installation of communication towers and sites to expand communications coverage in the state using standard office equipment (e.g. mainframe/personal computer, FAX, photocopier, etc.), various schematics and drawings (e.g. blueprints, Pert and Gantt charts, etc.).
6. Inspects remote communication sites to assess and/or schedule preventive maintenance of antenna systems and tower conditions using a 4-wheel drive truck and hand tools.
7. Reads, reviews, and updates tower documentation files to gain information and develop a knowledge base of antenna/tower systems using various logs, manuals, and written procedures.
8. Responds to 24-hour calls for assistance to provide emergency support to return antenna systems to operational mode during off-duty hours using 4-wheel drive trucks, snowcats, rotary wing aircraft, and snowshoes.
9. Handles hazardous materials to assure proper use, storage and disposition using Department of Environmental Quality (DEQ) regulations, mask, gloves, and hazardous materials placards.
10. Analyzes remote communications sites to determine best location and proper placement for installation of new antenna systems equipment using section documentation, manufacturers' documents, and specialized equipment.

11. Communicates orally and in writing with DPS employees, other state and federal agencies and the general public in order to provide information and resolve issues using standard office equipment, DPS policies and procedures and DPS General Orders.
12. Operates various construction equipment (e.g. truck cranes, backhoes, front loaders, etc.) to install tower foundations and structures.
13. Interprets various documents (e.g. blueprints, diagrams, manufacturer specifications, etc.) to ensure proper installation of antenna systems using technical expertise, and knowledge of blueprints and diagrams.
14. Writes, reads, reviews, and updates tower/antenna system information to provide current site documentation for use by telecommunications personnel using reading, interpretative, and written communication skills.
15. Completes and submits various forms and reports (e.g. time & activity, travel claim, monthly report, state vehicle usage form, work order logs, etc.) to document activities, expenses, etc. using standard DPS forms.
16. Develops and maintains working relations with vendors and suppliers to enhance availability of supplies, services, parts, and lodging using standard office equipment and oral communication skills.
17. Remains current on job-specific and Department topics through training courses, workshops, seminars, professional organizations, professional publications, etc. to apply appropriate policies and technologies to assigned job functions.
18. Performs on-site repairs and maintenance to vehicles and construction equipment to return them to service using hand and specialty tools.
19. Makes preliminary line-of-site surveys from communication towers using climbing and safety gear (e.g. climbing belt, harness, hard hat, steel-toed boots, etc.).
20. Receives, inventories, inspects, ships, and delivers parts and supplies to locations throughout the state in order to promptly provide necessary parts and supplies to co-workers using manual and automated inventory systems, various delivery services, and a Department vehicle.
21. Evaluates bids to determine the best vendor/contractor to supply the materials or best contractor to perform tower installation on remote communication sites using a personal computer, Department of Administration (DOA) and DPS procurement policies, and State bid policies.
22. Assists as needed in maintaining remote communication buildings and towers and antenna systems to ensure continuance of communication systems using specialty machines and equipment (e.g. paint sprayers, carpentry equipment, meters, A/C gauges, pumps, etc.).
23. Arranges for the procurement and/or disposal of buildings, materials, supplies, and equipment using various forms (e.g. purchase requisition, purchase order, surplus property transfer, etc.).
24. Develops and conducts training of less experienced co-workers to assure quality work, safety and proper use of tools, equipment, and materials, and to demonstrate safety or technical job requirements using knowledge of principles and techniques of staff development and oral presentation skills.
25. Assists in the repair and maintains of electric generators as needed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the principles and procedures involved with inspection of physical structures.
2. the proper care and use of personal protective gear (e.g. hard had, climbing belt, steel-toed boots, etc.).
3. the proper and safe loading of tower hardware for transport to other sites.
4. the purpose and proper use of heavy equipment used in constructing and maintaining communication towers.
5. the basic care and use of hand and power tools.
6. the design and fabrication of metal support structures (e.g. antenna brackets, ice shields, solar array supports, feedline support systems, mono pole towers, etc.).
7. the principles and procedures of preventive maintenance on physical structures and equipment.
8. drafting used in the design and fabrication of communication towers and auxiliary facilities.
9. proper electrical wiring methods.
10. the principles and practices of construction planning and installation.
11. the principles and practices of establishing and maintaining effective interpersonal relations.
12. the Occupational Safety and Health Act (OSHA) as applied to area of responsibility and assigned duties.

SKILL IN:

1. driving vehicular equipment under adverse conditions.
2. diagnosing the source of problems and determining the most effective solutions.
3. operating heavy construction equipment (e.g. ditch witch, snowcat, forklift, 4-wheel drive truck, trailer, crane, backhoe, front loader, etc.).
4. safely using explosives in clearing sites for new communication towers.
5. communicating orally in one-on-one and group situations.
6. the proper handling, use, and disposal of hazardous materials (e.g. explosives, contaminating liquids and gases, etc.).
7. the use of specialized equipment (e.g. digital voltmeters, Time Domain Reflectometers, wattmeters, etc.) related to maintenance of communications facilities and equipment.
8. operating welding equipment to fabricate tower hardware.
9. the proper use of shop equipment (e.g. arc, mig, and acetylene welding; oxyacetylene cutting torch, grinding equipment, power saws, etc.).
10. writing administrative and technical communications.
11. project management.
12. applying proper methods and safety standards to the installation and removal of communication sites (e.g. radio and microwave system hardware, antennas, coaxial feedlines, termination connectors, dishes, steel towers, grounding systems, etc.).

ABILITY TO:

1. perform basic mathematical calculations (e.g. addition, subtraction, multiplication, division, etc.).
2. remain calm under stressful situations.
3. use standard office equipment (e.g. telephone, FAX, photocopier, personal computer, etc.).
4. acquire additional skills to maintain technical and professional competencies.
5. work independently with minimal supervision.
6. take direction from peers.
7. apply appropriate directives (federal, state, and local laws; Department policies and procedures; blueprints, diagrams, schematics, manuals, etc.) to daily work activities.
8. plan and coordinate job tasks.
9. create detailed documentation of work performed on physical facilities.
10. operate electronic diagnostic equipment (e.g. digital voltmeters, Time Domain Reflectometers [TDR's], Wattmeters, etc.).
11. interpret blueprints, diagrams, and schematics.
12. test and troubleshoot mechanical problems.
13. operate survey instruments (e.g. compasses, engineering, line-of-sight propagation instrument, mirrors, transit, etc.).
14. calculate and verify point to point path loss for receiving signals.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Ability to climb tall structures (100 feet or more) with 50 lb. load to perform work at altitudes of up to 12,000 feet.
Ability to lift heavy objects (up to 35 pounds).
Ability to work outdoors in all types of weather conditions.
Availability to work irregular hours and/or respond to emergency call-outs on a 24 hour basis.
Ability to travel extensively throughout the state.
Applicant/Employee's weight and tools combined may not exceed 280-pound weight limit as specified by the manufacturer of safety equipment.
Applicant/Employee's waist circumference must not exceed 60 inches measured at the navel as specified by the manufacturer of safety equipment.

MINIMUM QUALIFICATIONS:

Requires one (1) year of satisfactory experience as a Communications Tower Technician Trainee; OR one (1) year of experience within the last five (5) years in communication tower construction, system maintenance and installation of tower support equipment; or one (1) year of experience as a structural steel or high line tower installer in the last five (5) years. Must possess an Arizona driver license no later than effective starting date.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: September 14, 2005

Classification Established: September 14, 2005
Revision Date(s): July 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

COMPTROLLER – Class Code 5530

SUMMARY STATEMENT:

Serves on the executive management team of the Arizona Department of Public Safety as the Chief Financial Officer. Represents the Department on fiscal issues with state legislative and executive entities and other governmental agencies. Plans and directs the management of the Department's fiscal resources and budgetary processes.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Acts as the chief financial advisor to the Department on agency fiscal matters. Serves on the executive management team, providing input on issues related to the legislative budget process, accounting, asset forfeiture and grants administration.
2. Represents the Department at the executive level on fiscal issues, including the annual operating budget, with the Office of Strategic Planning and Budgeting (OSPB), Joint Legislative Budget Committee (JLBC), Department of Administration, and other federal and state agencies.
3. Plans, directs, and manages the resources and activities of the Office of the Comptroller, including funding source monitoring and agency expenditures and allotments, ensuring compliance with legislative intent, accounting regulations, and audit compliance principles.
4. Develops short- and long-range strategic plans for the fiscal affairs of the Department.
5. Directs and supervises a professional staff of subordinate managers. Sets performance measures, goals and objectives, and evaluates employee performance.
6. Plans and directs the management of the asset forfeiture and grant programs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. legislative and governmental budgeting processes.
2. the principles and practices of governmental accounting, fiscal management, and financial projections.
3. the concepts of automated accounting and financial information systems.
4. the principles and practices of administrative management and supervision.

SKILL IN:
1. mathematical and financial calculations.
2. written communications for administrative and technical purposes.

ABILITY TO:
1. plan, organize and produce complex financial work products.
2. establish and maintain effective working relationships with high level executives, political officials, employees, and other individuals contacted in the course of assignment.
3. work effectively under stressful conditions.
4. analyze complex financial information, identify problems, and develop viable solutions.

5. communicate orally on a one-to-one basis, or in front of large groups.
6. produce accurate written information in a logical and compelling manner.
7. make high-impact decisions in a timely manner.
8. prioritize fiscal issues in support of the Department's mission, goals, and objectives.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

MINIMUM QUALIFICATIONS:
Requires a Bachelor's degree from an accredited college or university with a major in business or public administration, finance, accounting or closely related field **AND** eight (8) years of increasingly responsible professional experience in accounting, budgeting and finance, including two (2) years of direct interaction with governmental entities. Graduate-level education and training in a related field may substitute for up to two (2) years of the required experience.

NOTE: One (1) year of work experience is equivalent to thirty (30) semester hours of course work from an accredited college or university.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: March 24, 1994
Revision Date(s) June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

COMPUTER FORENSICS ANALYST – Class Code 2017

SUMMARY STATEMENT:

Under general supervision is responsible for performing forensic examination and evaluation of computer hardware, software, electronically stored data and other computer related evidentiary materials to assist with investigations of criminal activity. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Conducts forensic examination of electronic evidence, including computer-related equipment, network devices, and information systems.
2. Physically disassembles and examines computers and related hardware.
3. Uses forensic software applications to analyze electronic media.
4. Examines and analyzes magnetic and optical media.
5. Collects, transports, labels, and secures evidence from crime scenes and/or during forensic processing.
6. Work with investigators and prosecutors to assist in the preparation of search warrants, investigative information, and cases for court purposes.
7. Prepare written report of forensic examination findings to include procedures used and evidence located.
8. Testify in local, state, county and federal courts as an expert witness.
9. Provide investigative and technical assistance to law enforcement agencies.
10. Research legal issues and case law as it relates to computer forensics.
11. Prepares and presents a variety of training programs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. applicable federal, state, county and or city statutes, rules, regulations, ordinances, codes, administrative orders, case law, department policies and procedures.
2. LANs, WANs, and computer systems to include computer systems security and computer systems networks.
3. standard computer software including databases, spreadsheets, word documents, and operating systems.
4. internet, web browsers, search engines, and e-mail systems.
5. forensic software.
6. legal terminology and court processes.
7. research methods related to forensic analysis.
8. ANSI ASCII character sets as well as binary, decimal and hexadecimal.

SKILL IN:

1. examining and analyzing computer hardware, software, and electronically stored data pertaining to law enforcement investigations.

2. identifying, analyzing and documenting evidence of crimes.
3. interviewing suspects and witnesses.
4. providing expert testimony.
5. restoring deleted files and accessing secured data.
6. recognizing evidence of criminal activity.
7. training and instructing others in computer crimes analysis.
8. researching, reading, and interpreting technical/analytical data.
9. comprehending technical and non-technical materials.
10. prioritizing tasks to meet deadlines.
11. establishing and maintaining effective working relationships with staff, coworkers, and representatives from other agencies, including those contacted in the course of conducting business.
12. communicating orally and in writing.
13. researching, gathering, organizing and analyzing data and drawing logical conclusions.
14. the use of computer software programs.
15. operating computer hardware, keyboards and peripheral devices.
16. reading, understanding, interpreting and applying statutes, rules, regulations, ordinances, codes, administrative orders, case law, policies, procedures, guidelines and directives.

ABILITY TO:

1. present data in a clear and understandable manner.
2. exercise sound judgement in safeguarding/ disseminating confidential or sensitive information.
3. communicate orally and in writing to all levels.
4. read, comprehend and interpret complex information including directions/instructions.
5. plan, organize, coordinate and prioritize multiple tasks and projects.
6. perform detailed work with a high degree of accuracy.

WORKING CONDTIONS/PHYSICAL REQUIREMENTS:

Work is performed in an office setting. May be required to travel. May be required to carry up to 40 pounds.

ADDITIONAL REQUIREMENTS:

All applicants must successfully complete the examination process.
Must be able to obtain a valid State of Arizona driver license.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and three (3) years of experience in computer forensics and/or computer operations, computer programming, computer systems analysis, criminal investigations, intelligence analysis, or closely related experience. Certification and/or training directly related to the field of computer forensics may substitute for years of experience on a case by case basis.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FSLA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 28, 2003

Classification Established: February 28, 2003
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

COMPUTER OPERATIONS COORDINATOR
Class Code 7612

SUMMARY STATEMENT:

Under direction, is responsible for work of considerable difficulty in the supervision of data processing operations (e.g. computer operators, data conversion, control and library, etc.) for a large-scale , systems-oriented computer center; and performs related work as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Operates the DPS mainframe computer system during scheduled downtime, outages, and critical emergency situations, and during staff shortages.
2. Communicates with computer network customers to promote good public relations, assist with hardware operational problems and concerns, and identify and label equipment using SERV software, a Dynolabeler, and service manuals.
3. Provides technical supervision to unit employees to ensure daily functions are accomplished efficiently and effectively, and that criminal justice information is provided to the law enforcement community using mainframe/personal computers and appropriate software.
4. Develops, writes and updates policies and procedures to ensure daily functions and operations are accomplished efficiently and effectively and that jobs are performed to proper and technical specifications using mainframe/personal computers, technical manuals, and appropriate software (e.g. WordPerfect, dBase III, EMS, etc.) and job languages.
5. Evaluates employees' work performance to advise of the requirements and expectations of the position, provide feedback on performance, and communicate goals and objectives using DPS manuals and forms.
6. Communicates in writing with Department employees and other customers to provide information and resolve issues using a computer.
7. Ensures adherence to security procedures (e.g. keys to facilities, passwords, sensitive reports, etc.) to prevent unauthorized access and to protect equipment, staff, sensitive information and files unique to data processing functions using technical expertise, keys, computers and appropriate software.
8. Assists customers, DPS personnel, and vendors by providing technical knowledge of data control/network operations and standards using mainframe/personal computers, the telephone, and an electronic mail system.
9. Operates and monitors computer networks to prepare and process mainframe computer jobs to obtain maximum efficiency and optimum performance using mainframe/personal computers, appropriate software, technical publications and manuals, and an electronic mail system.
10. Investigates and resolves network problems to ensure accurate recording and follow-up response to customers, vendors, and data processing personnel using mainframe/personal computers, printers, appropriate software (e.g. CICS, ATRM/MTRM, Netview, etc.) the telephone, and vendor lists.

11. Monitors the computer system network to ensure its efficient utilization and to identify potential problems and solutions to prevent outages to the criminal justice systems using mainframe/personal computers, appropriate software, and reference manuals.
12. Monitors computer room safety and security to verify environmental equipment is operating as prescribed and to prevent unauthorized access using equipment reference manuals, Power Distribution Unit lists, telephone, vendor lists, and operations procedures manuals.
13. Oversees escalation procedures to ensure that management is properly notified when emergency situations occur using mainframe/personal computers, phone lists, and a modem.
14. Provides on-call support during unscheduled work hours to respond to computer room network failures and problems and to provide information for network operations personnel using the telephone, mainframe/personal computer, and modem.
15. Coordinates change control requests to ensure that changes are integrated into production with minimal impact to customer service using forms, mainframe/personal computers, and appropriate software.
16. Resolves hardware and software problems to ensure law enforcement systems are available to internal and external DPS customers using mainframe/personal computers, appropriate software, line and technical control monitors, diagnostic equipment and telephone.
17. Updates and maintains the online identification information file (e.g. ATRM/MTRM) that identifies computer network users' terminal equipment and location changes using mainframe/personal computers, appropriate software, and inventory lists.
18. Communicates orally and electronically to data processing personnel and network customers to provide information on network functions, scheduled downtime, and section operations and policies, using mainframe/personal computers, appropriate software, and telephone lists.
19. Writes and reviews network operations training procedures to ensure current training guidelines are followed and changes are implemented using mainframe/personal computers and associated software.
20. Trains network operations staff to ensure new personnel follow the established training procedures and guidelines using mainframe/personal computers, associated software.
21. Analyzes computer systems and reports to ensure computer resources are utilized efficiently and to resolve difficult operational problems, hardware malfunctions, and network and associated terminal problems using a mainframe/personal computer, appropriate software, and reference and technical manuals.
22. Remains current on job specific expertise to aid in problem resolution, gain knowledge of new products, and become aware of operational changes by reading various publications (e.g. operator guides, service manuals, technical newsletters).
23. Resolves user problems (e.g. terminal, circuit, equipment, software, etc.) of critical network systems (e.g. ACJIS, MIS, etc.) to ensure recovery and proper operation using mainframe/personal computers and appropriate software (e.g. CICS, TSO, SDSF, Netview, Omegamon, etc.).
24. Writes programming requests to improve operational efficiencies using EMS and unit operations policies and procedures.
25. Develops and/or completes various forms and documents, and provides technical expertise to assist the Human Resources Section in personnel functions (e.g. selection processes, test

development, etc) using technical manuals and expertise, textbooks, a mainframe/ personal computer and applicable software.

26. Interviews and selects job applicants for vacant unit positions or for promotion of employees within the unit using interview questions and applicant documentation.
27. Reviews and evaluates training opportunities for operations personnel to ensure proper and complete training of unit procedures and/or provide continuing education using vendor training literature and manuals, video courses and seminars, catalogs, and mainframe/personal computer training programs.
28. Counsels unit employees in order to explain benefits, or provide information on career opportunities, or review work habits, customer service and policies and procedures using reference manuals, memorandums, and technical expertise.
29. Schedules employee work hours to ensure proper coverage for critical core hours in support of data processing customers using mainframe/personal computers and appropriate software.
30. Audits the unit's capital equipment inventory to verify the physical presence of capital equipment using appropriate forms, mainframe/personal computers and miscellaneous office equipment.
31. Completes various forms (e.g. time sheets, route slips, emergency recalls, vacation requests, etc.) to ensure Department policies and procedures are being followed within unit using technical expertise, a mainframe/personal computer, printer, copier, wordprocessing and database software, and an electronic mail system.
32. Develops and reviews data processing standards and procedures to provide customers with standardized methods for accomplishing tasks using technical expertise.
33. Conducts and/or participates in meetings to receive and provide current information on data processing projects and activities.
34. Trains support personnel and other DPS employees and customers in various subjects related to assigned area's operations (e.g. data processing systems, applications, programs, equipment, etc.) using technical expertise, mainframe/personal computers, technical manuals, publications, and appropriate software.
35. Researches and reports on the technology and procedures of other agencies in their operations and activities to improve data processing operations and functions using mainframe/personal computers, a printer, and appropriate software.
36. Maintains, updates and distributes various types of information (e.g. monthly or special reports, name and address files, location codes, etc.) to provide accurate and statistical on-line files and records for use by DPS personnel using mainframe/personal computers, a printer, and appropriate software.
37. Researches and evaluates vendor products to determine cost effective solutions for data processing products using mainframe/personal computers and calculator.
38. Coordinates computer room remodeling projects and equipment acquisitions to ensure the effective and efficient use of floor space and to schedule hardware installations by communicating with vendors, contractors, facilities management and data processing management.
39. Reviews computer system console logs (e.g. SYSLOG, EREP log, console log, etc.) to prevent potential problems from occurring using mainframe/personal computers, appropriate software and the telephone.

40. Schedules hardware preventive maintenance to ensure computer system hardware is in workable and usable condition using vendor lists, telephone, error reports and logs, and appropriate software.
41. Assists technical support personnel (e.g. programmers, vendors, etc.) to provide testing resources for the installation of new hardware and software and to coordinate changes that are made using mainframe/ personal computers, reference manuals, cabling and error logs.
42. Reviews network and LAN backups to ensure that procedures are correctly followed in storing data files and computer network system information for the DPS computer system and local area networks (LANs) using mainframe/personal computers, and tape cartridges.
43. Writes technical and administrative reports to provide management and staff with information on computer network activities using mainframe/personal computers and appropriate software (e.g. WordPerfect, TSO, EMS, etc.).
44. Reviews and approves hardware maintenance invoices to verify equipment charges are accurate using mainframe/personal computers, appropriate software, warranty listings, FAX machine and printers.
45. Provides customer service support when visiting with customers by identifying and labelling equipment, giving instruction on how to call for help and service, and improving relations and confidence.
46. Maintains network operations data files to ensure information is on file for problem resolution using appropriate software (e.g. CICS, TSO, EMS, etc), and the telephone.
47. Trains computer users to ensure their effective and efficient use of DPS computer systems using training guidelines and computers.
48. Trains new terminal operator users on the Arizona Criminal Justice Information Systems (ACJIS) network using computer terminals, printers, and training aids.
49. Coordinates, and/or plans and/or schedules data control operations, batch productions, and the job stream environment to effectively and efficiently control special assignments and work productivity using mainframe/personal computers, and appropriate software.
50. Reviews and prepares invitations for bids and requests for proposals to make recommendations on hardware and software selection processes and ensure the most cost effective solutions for the Department using appropriate forms, mainframe/personal computers and associated software.
51. Orders supplies or services for data processing operations using the typewriter, fax, telephone, requisition forms or computer.
52. Reviews management directives to maintain knowledge of latest rules and regulations in order to administer policy and ensure employees are in compliance with all Department policies and procedures.
53. Performs power up and power down of mainframe, LAN, and auxiliary equipment to restore service to the statewide law enforcement community using technical expertise and standard procedures.
54. Designs and develops specialized forms for DPS customers, and programs forms printing system equipment (e.g. Xerox 4850 Laser Printing System) to produce the forms using a mainframe/personal computer, appropriate software (e.g. TSO, ISPF, forms description language commands, etc.).
55. Monitors various network systems, (e.g. Arcserve, Local Area Network, etc.) to perform backup and recovery of data from disk drives to tape using a mainframe/personal computer and appropriate LAN backup and virus software.

56. Provides assistance to data processing personnel to ensure that hardware/software is properly developed and tested using designated equipment and programs.
57. Offloads systems record logs and dump datasets to tape to provide an audit trail of system activities using mainframe/personal computers, appropriate software (e.g., TSO, SDSF, TMS, etc.) and a tape drive.
58. Conducts computer room tours to provide customers and visitors an overview of functions and services of the data processing computer operations network.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the principles of operations for computer network systems.
2. methods used to measure network and computer utilization and performance.
3. job submittal procedures and practices for production jobs.
4. job control language (JCL) and utilities software.
5. data control, data conversion and help desk functions.
6. the distribution of sensitive information and reports.
7. installation of online terminal and personal computers.
8. computer hardware inventory maintenance and reporting.
9. computer room safety and security procedures.
10. computer network escalation procedures.
11. principles, capabilities and operation of modern data processing equipment (e.g. personal computers, mainframe terminals, laser printers, etc.).
12. computer products and service vendors.
13. computer environmental control systems, (e.g. fire control, temperature, humidity, etc.).
14. computer security system methodology.
15. departmental budget and procurement policies.
16. research/development/design of electronic forms.
17. principles of local area network (LAN) administration.
18. data communications operating system software (e.g. VTAM, NCP, NETVIEW, etc.).

SKILL IN:

1. entering computer commands for computer operating systems and software, (e.g. MVS/ESA, VTAM, JES2, CICS, TSO, Netview, Omegamon, etc.).
2. recognizing, identifying, analyzing, and correcting equipment malfunctions for computer and network problems.
3. operating line monitor diagnostic equipment, network system printers, terminals, consoles, and related network data communications equipment.
4. coordinating network equipment repair activities with vendors, customers, and supervisors.
5. developing operating procedures and network documentation.
6. effective oral and written communications.
7. maintaining complex record information for the purpose of easy accessibility and recovery by others.
8. researching/developing/writing of operating and training procedures, documentation and/or instructions.
9. interviewing techniques to hire and promote computer personnel.
10. operating all computer operations system hardware and related equipment.

11. consistent and efficient utilization of personnel resources and computer equipment.
12. researching, reading, and interpreting a wide variety of technical data.
13. Skill in principles of time management in establishing priorities and meeting deadlines.

ABILITY TO:

1. train computer operators and users.
2. establish and maintain effective working relationships with those contacted in the course of assignment (e.g. DPS personnel, other agencies, vendors, the general public, etc.).
3. work with a wide variety of personalities and technical backgrounds.
4. work within time constraints imposed by others.
5. supervise and evaluate employees' performance.
6. listen and comprehend effectively.
7. make sound, timely decisions based upon the best information available.
8. be flexible in responding to changes in schedules and job priorities.
9. handle multiple priorities.
10. complete work projects in an efficient and timely manner.
11. develop job-related examination questions for network operations examination processes.
12. provide directions and guidance to operators during critical periods.
13. learn and use new operating systems and technology.

MINIMUM QUALIFICATIONS:

Requires three (3) years of digital computer operations experience; **OR** an associates degree in computer science, management information systems, or related field from an accredited college, technical school, or university and two (2) years of digital computer operations experience. Additional education in previously listed fields may substitute for the required experience on the basis of 30 semester (45 quarter) hours equal to one year of experience. Must successfully complete the examination process.

Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 5, 1997

Classification Established: April 5, 1997
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

COMPUTER PROGRAMMER/ANALYST – Class Code 7630

SUMMARY STATEMENT:

Under general supervision, performs applications programming work of average to considerable difficulty involving complex scientific, engineering and/or mathematical problems; and performs related work as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Modifies computer programs and job control statements to correct errors and meet the needs of the Department using a mainframe/personal computer, programming languages, and development tools, in compliance with section policies, procedures and development standards.
2. Codes new on-line/batch programs to meet client specified requirements and ensure requested functionality is met in an efficient and maintainable way using a mainframe/personal computer, programming languages, and development tools.
3. Tests programs to determine if logic and control flow creates the desired output and makes efficient use of hardware/software resources, using a mainframe/personal computer, programming languages, and program development and debugging/tracing tools.
4. Generates reports to provide clients with requested information from assigned systems using a mainframe/ personal computer, software, modern office equipment, and oral/written communications.
5. Executes computer programs to fulfill requests for data reports, change erroneous information entered, and update data as needed using a mainframe/personal computer and program development tools.
6. Communicates, both orally and in writing, with coworkers, clients, and supervisors to obtain and disseminate information, authorization, and approval, and assess needs and resolve difficulties with assigned systems using communication skills and techniques.
7. Analyzes data entered, stored and extracted from computer files to ensure data accuracy, determine impact of data shared between systems, and assure system specifications are met using a mainframe/ personal computer, programming languages, and software.
8. Reviews program code to verify accuracy and flow of program and system functions using technical expertise, a mainframe/personal computer, and hardware and software.
9. Develops test data to conduct preliminary program verification and output validation using a mainframe/ personal computer, programming languages, and program development and debugging/tracing tools.
10. Reviews system and program specifications to determine appropriate course of action and programming methods required for assigned projects using technical expertise.
11. Assists clients by correcting erroneous information or restoring data entered into automated systems, using a mainframe/personal computer, programming languages, and development tools.
12. Remains current on job-specific knowledge, skills and abilities by attending training courses, workshops, seminars, professional association meetings, and classes; and by reading current periodicals and professional magazines, to expand knowledge of application development,

programming languages, hardware and software, and to apply appropriate technologies to assignments.

13. Communicates, both orally and in writing, with clients, data processing personnel, and other public agencies to exchange information, direct computer operations, and ensure appropriate data flow between programs, systems, and agencies, using modern office equipment, electronic mail systems, data transmissions, and meetings.
14. Codes job control statements to run batch programs, ad hoc reports, data conversions and file maintenance using a mainframe/personal computer and job control language.
15. Monitors systems in operational mode to ensure programs are operating efficiently and accurately; and to detect, diagnose, and resolve problems or malfunctions of systems using technical expertise, a mainframe/personal computer, hardware and software.
16. Modifies the design of existing on-line screens and/or report layouts to provide clients with useful information using a mainframe/personal computer, software, and programming languages.
17. Uploads and downloads data between client/server systems, personal computer systems, and mainframe systems to manipulate or replicate data to be used in cross-platform applications, using a mainframe/ personal computer and software.
18. Responds to 24-hour calls for assistance to provide emergency technical support to return programs and systems to operational mode during off-duty hours using a mainframe/personal computer, programming languages, and program development and debugging/tracing tools.
19. Assists clients in understanding how to use assigned application systems by using a mainframe/personal computer, and oral and written communications.
20. Prepares and submits change control requests to initiate changes to programs and systems using a main-frame/personal computer, programming languages, and software.
21. Prioritizes assigned tasks and activities to ensure efficient utilization of time and completion of assignments using a mainframe/personal computer and technical expertise.
22. Recovers lost data to restore information needed for day to day business operations using technical expertise, software/data recovery aids, and other computer techniques.
23. Performs maintenance activities (e.g. add/delete users, printers, route lists, calendars, etc) to enable automated systems to run more effectively, efficiently and accurately using computer technical manuals and specialized training.
24. Creates and/or modifies production job documentation to provide instructions and alert computer operations personnel of changes to batch job processing and report distribution using a mainframe/personal computer, hardware and software, and modern office equipment.
25. Develops written documents (e.g. charts, diagrams, letters, notes, electronic mail messages, bulletins, etc.) to clearly present information in a logical order with terms that are understood by the receiving audience using mainframe/ personal computer, software, hardware, and modern office equipment.
26. Conducts and/or attends meetings to obtain and/or disseminate information regarding assigned projects, programs, and systems using technical expertise and interpersonal skills.
27. Develops and modifies technical program and system documentation to provide reference material and facilitate modification of code by other programmers using a mainframe/personal computer, hardware, software, and modern office equipment.
28. Prepares written reports (e.g., monthly activity, project status, etc.) to provide information using mainframe/personal computer hardware and software, and modern office equipment.
29. Documents activities and time spent on tasks using a mainframe/personal computer, hardware and software.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. number systems (e.g. binary, decimal, hexadecimal, etc.) used by digital computer systems.

2. various programming techniques.
3. the principles and practices of batch and online computer processing.
4. third generation programming languages (e.g. COBOL, ANSI, C, PL/SQL, CICS, Command Level, etc.).
5. data processing terminology.
6. the principles of data modeling and computer file storage and access methods.
7. the principles, concepts, capabilities and operations of mainframe digital computer hardware, data storage devices and peripherals (e.g. MVS/ESA mainframe computer, character-based terminal, keyboard, laser and line printer, direct access disk drives, magnetic tape reels, etc.).
8. business English, spelling, grammar and punctuation.
9. fourth generation programming languages (e.g. Natural, Assertive Plus, etc.).
10. the internal representation of data in electronic data storage (e.g. EBCDIC and ASCII character sets, packed, numeric, HEX forms).
11. program version control tools (e.g. DPSLIB, PANVALET, etc.).
12. sequential, partitioned, and generation computer file organizations.
13. principles, concepts, capabilities and operations of microcomputer hardware, data storage devices and peripherals (e.g. personal computers, printers, file servers, disk drives, etc.).
14. client/server architecture designs (e.g. N-tiered, client/broker/server, etc.).
15. data communications concepts and protocols (e.g. SNA, TCP/IP, etc.).
16. system development life cycle and development methodologies.
17. the principles and techniques of computer system analysis and design.
18. database management systems and their respective data dictionaries.
19. of the principles and methodologies of object-oriented analysis and design.
20. object-oriented programming concepts and components (e.g. objects, attributes, events, classes, encapsulation, inheritance, polymorphism, etc.).
21. relational database structures.

SKILL IN:

1. translating program specifications into logical computer instructions to meet processing requirements.
2. flowcharting data flow, work processes, and program logic.
3. analyzing data to ensure data quality and integrity.
4. developing and maintaining effective interpersonal relations.
5. coding computer instructions in various programming languages.
6. making modifications to computer systems, applications and processes.
7. testing and debugging computer applications and systems.
8. researching, reading, and interpreting technical information from a variety of resources to design, code, and debug custom developed computer applications.
9. researching, analyzing, and resolving complex problems (e.g. program logic, technical hardware, computer system, etc.).
10. operating mainframe terminals, microcomputers, and related auxiliary equipment.
11. effectively communicating orally with users and department personnel.
12. effective time management and organization techniques.
13. in the use of modern office equipment (e.g. typewriter, FAX, photocopier, computer).
14. devising test plans for new and modified custom developed applications.
15. creating documentation for computer programs and systems.
16. effectively communicating in writing with users and department personnel.
17. coding and maintaining complex batch processing, online, and synchronous transaction applications.
18. using mainframe file organizations and file access methods (e.g. sequential, VSAM, generation data groups).
19. accessing and maintaining mainframe database systems in custom developed applications.

20. using custom developed applications as assigned.
21. using mainframe job control languages, programming utilities and editors (e.g. TSO/ISPF, SyncSort, OS JCL/utilities, Natural editor, etc.).
22. using various operating systems to develop applications (e.g. Microsoft Windows, Windows NT, UNIX, MVS/ESA, etc.).
23. using debugging tools on a mainframe computer (e.g. Xpediter, Abendaid, CEDF, etc.).
24. using graphic and object-oriented application development tools for the Windows and UNIX computer systems (e.g. PowerBuilder, Oracle Reports, Lotus Notes, etc.).
25. using commercial microcomputer software (e.g. flowchart, spreadsheet, word processing, etc.).
26. using the UNIX operating system, TCP/IP utility programs and on-line data and program editors (e.g. Telnet, kron, grep, sed, VI editor, file transfer protocols [FTP?s], etc.).
27. developing graphical user interface (GUI) applications.
28. using database management systems and their data dictionaries (e.g. Oracle, Adabas, Predict).
29. coding with standard query language (SQL) to access/maintain data in relational databases.

ABILITY TO:

1. maintain confidentiality of sensitive information.
2. follow instructions.
3. understand written and oral communications.
4. operate a keyboard.
5. reason and develop logical conclusions for programming problems.
6. work within a team concept in application planning, development, and problem solving.
7. convert complex logic processes into several simple steps.
8. thoroughly system test applications.
9. learn and apply new knowledge and technology to assignments.
10. read, comprehend, and interpret technical and user manuals and reports.
11. organize and perform multiple tasks to complete assignments and meet deadlines.
12. independently research available information to develop new applications and modify or correct existing applications.
13. test and modify existing programs accordingly after upgrades of databases, programming languages and other system software.
14. work independently with minimal supervision.
15. prioritize work assignments.
16. participate in meetings and exchange information regarding issues.
17. design screen and report layouts.
18. assist clients with computer related problems.
19. assess the feasibility of alternative solutions.
20. differentiate between and use sequential, partitioned, and generation datasets.
21. perform general office tasks.
22. coordinate creations/modifications of programming in different languages.
23. foresee potential problems with new and/or modified automated systems.

MINIMUM QUALIFICATIONS:

Requires one (1) year of experience programming in a language used in the Department; **OR** two (2) years of course work in computer science, management information systems or a related field from an accredited college, technical school or university including at least six (6) semester hours in a programming language used by the Department. Additional programming experience may substitute for the required education on the basis of one (1) year of experience equal to 30 semester (or 45 quarter) hours of credit. Must successfully complete the examination process.

Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 5, 1997

Classification Established: April 5, 1997
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

COMPUTER/NETWORK ANALYST – Class Code 7611

SUMMARY STATEMENT:

Under general supervision, incumbents of this classification provide technical support to the operations of a mainframe computer and network; analyze and resolve computer and network operational problems; write computer and network operating manuals; and perform related work as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Resolves user problems (e.g. terminal, circuit, equipment, software, etc.) of critical network systems (e.g. ACJIS, MIS, etc.) to ensure recovery and proper operation using mainframe/personal computers and appropriate software (e.g. CICS, TSO, SDSF, Netview, Omegamon, etc.).
2. Ensures adherence to security procedures (e.g. keys to facilities, passwords, sensitive reports, etc.) to prevent unauthorized access and to protect equipment, staff, sensitive information and files unique to data processing functions using technical expertise, keys, computers and appropriate software.
3. Operates and monitors computer networks to prepare and process mainframe computer jobs to obtain maximum efficiency and optimum performance using mainframe/personal computers, appropriate software, technical publications and manuals, and an electronic mail system.
4. Investigates and resolves network problems to ensure accurate recording and follow-up response to customers, vendors, and data processing personnel using mainframe/personal computers, printers, appropriate software (e.g. CICS, ATRM/MTRM, Netview, etc.) the telephone, and vendor lists.
5. Assists customers, DPS personnel, and vendors by providing technical knowledge of data control/network operations and standards using mainframe/personal computers, the telephone, and an electronic mail system.
6. Monitors the computer system network to ensure its efficient utilization and to identify potential problems and solutions to prevent outages to the criminal justice systems using mainframe/personal computers, appropriate software, and reference manuals.
7. Monitors computer room safety and security to verify environmental equipment is operating as prescribed and to prevent unauthorized access using equipment reference manuals, Power Distribution Unit lists, telephone, vendor lists, and operations procedures manuals.
8. Resolves hardware and software problems to ensure law enforcement systems are available to internal and external DPS customers using mainframe/personal computers, appropriate software, line and technical control monitors, diagnostic equipment and telephone.
9. Maintains network operations data files to ensure information is on file for problem resolution using appropriate software (e.g. CICS, TSO, EMS, etc.) and the telephone.

10. Analyzes computer systems and reports to ensure computer resources are utilized efficiently and to resolve difficult operational problems, hardware malfunctions, and network and associated terminal problems using a mainframe/personal computer, appropriate software, and reference and technical manuals.
11. Implements requests for changes to programs and services to ensure they are integrated into production with minimal impact to customer service using appropriate software (e.g. CICS, TSO, EMS, etc.) and change forms at the request of technical support personnel.
12. Communicates with computer network customers to promote good public relations, assist with hardware operational problems and concerns, and identify and label equipment using SERV software, a Dyno-labeler, and service manuals. 13. Operates the computer system and provides expertise during scheduled system downtime, outages, critical emergency situations, and staff shortages using technical expertise and the mainframe computer.
14. Reviews network and LAN backups to ensure that procedures are correctly followed in storing data files and computer network system information for the DPS computer system and local area networks (LANs) using mainframe/personal computers, and tape cartridges.
15. Remains current on job specific expertise to aid in problem resolution, gain knowledge of new products, and become aware of operational changes by reading various publications (e.g. operator guides, service manuals, technical newsletters).
16. Communicates in writing with Department employees and other customers to provide information and resolve issues using a computer.
17. Schedules hardware preventative maintenance to ensure computer system hardware is in workable and usable condition using vendor lists, telephone, error reports and logs, and appropriate software.
18. Updates and maintains the on-line identification information file (e.g. ATRM/MTRM) that identifies computer network users' terminal equipment and location changes using mainframe/personal computers, appropriate software, and inventory lists.
19. Communicates orally and electronically to data processing personnel and network customers to provide information on network functions, scheduled downtime, and section operations and policies, using mainframe/personal computers, appropriate software, and telephone lists.
20. Writes programming requests to improve operational efficiencies using EMS and unit operations policies and procedures.
21. Trains computer users to ensure their effective and efficient use of DPS computer systems using training guidelines and computers.
22. Provides expertise on the DPS mainframe computer system during scheduled downtime, outages, and critical emergency situations, and during staff shortages.
23. Oversees escalation procedures to ensure that management is properly notified when emergency situations occur using mainframe/personal computers, phone lists, and a modem.
24. Develops, writes and updates policies and procedures to ensure daily functions and operations are accomplished efficiently and effectively and that jobs are performed to proper and technical specifications using mainframe/personal computers, technical manuals, and appropriate software (e.g. WordPerfect, dBase III, EMS, etc.) and job languages.
25. Trains support personnel and other DPS employees and customers in various subjects related to assigned area's operations (e.g. data processing systems, applications, programs,

equipment, etc.) using technical expertise, mainframe/personal computers, technical manuals, publications, and appropriate software.

26. Performs power up and power down of mainframe, LAN, and auxiliary equipment to restore service to the statewide law enforcement community using technical expertise and standard procedures.
27. Assists technical support personnel (e.g. programmers, vendors, etc.) to provide testing resources for the installation of new hardware and software and to coordinate changes that are made using mainframe/personal computers, reference manuals, cabling and error logs.
28. Performs job rerun/restarts to ensure that all production jobs come to a successful completion after a problem has developed using mainframe/personal computers, appropriate software, the telephone, and audit trail documentation instructions.
29. Trains network operations staff to ensure new personnel follow the established training procedures and guidelines using mainframe/personal computers, associated software.
30. Designs and develops specialized forms for DPS customers, and programs forms printing system equipment (e.g. Xerox 4850 Laser Printing System) to produce the forms using a mainframe/personal computer, appropriate software (e.g. TSO, ISPF, forms description language commands, etc.) upon request.
31. Provides assistance to data processing personnel to ensure that hardware/software is properly developed and tested using designated equipment and programs. 32. Configures modems to allow data telecommunications to be established between DPS and end users using service manuals, modems, and telephones.
33. Reviews computer system console logs (e.g. SYSLOG, EREP log, console log, etc.) to prevent potential problems from occurring using mainframe/personal computers, appropriate software and the telephone.
34. Writes and reviews network operations training procedures to ensure current training guidelines are followed and changes are implemented using mainframe/personal computers and associated software.
35. Provides customer service support when visiting with customers by identifying and labeling equipment, giving instruction on how to call for help and service, and improving relations and confidence.
36. Monitors various network systems, (e.g. Arcserve, Local Area Network, etc.) to perform backup and recovery of data from disk drives to tape using a mainframe/personal computer and appropriate LAN backup and virus software.
37. Trains new terminal operator users on the Arizona Criminal Justice Information Systems (ACJIS) network using computer terminals, printers, and training aids.
38. Offloads systems record logs and dump datasets to tape to provide an audit trail of system activities using mainframe/personal computers, appropriate software (e.g., TSO, SDSF, TMS, etc.) and a tape drive.
39. Develops and reviews data processing standards and procedures to provide customers with standardized methods for accomplishing tasks using technical expertise.
40. Reviews management directives to maintain knowledge of latest rules and regulations in order to administer policy and ensure employees are in compliance with all Department policies and procedures.
41. Conducts and/or participates in meetings to receive and provide current information on data processing projects and activities.
42. Conducts computer room tours to provide customers and visitors an overview of functions and services of the data processing computer operations network.

43. Provides on-call support during unscheduled work hours to respond to computer room network failures and problems and to provide information for network operations personnel using the telephone, mainframe/ personal computer, and modem.
44. Writes technical and administrative reports to provide management and staff with information on computer network activities using mainframe/personal computers and appropriate software (e.g. WordPerfect, TSO, EMS, etc.).

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the distribution of sensitive information and reports.
2. installation of on-line terminal and personal computers.
3. computer room safety and security procedures.
4. computer network escalation procedures.
5. principles, capabilities and operation of modern data processing equipment (e.g. personal computers, mainframe terminals, laser printers, etc.).
6. the principles of operations for computer network systems.
7. job control language (JCL) and utilities software.
8. computer security system methodology.
9. research/development/design of electronic forms.
10. data communications operating system software (e.g. VTAM, NCP, NETVIEW, etc.).
11. DPS' role in the criminal justice system.

SKILL IN:

1. entering computer commands for computer operating systems and software, (e.g. MVS/ESA, VTAM, JES2, CICS, TSO, Netview, Omegamon, etc.).
2. recognizing, identifying, analyzing, and correcting equipment malfunctions for computer and network problems.
3. effective oral and written communications.
4. operating all computer operations system hardware and related equipment.
5. researching, reading, and interpreting a wide variety of technical data.
6. operating line monitor diagnostic equipment, network system printers, terminals, consoles, and related network data communications equipment.
7. coordinating network equipment repair activities with vendors, customers, and supervisors.
8. developing operating procedures and network documentation.
9. researching/developing/writing of operating and training procedures, documentation and/or instructions.
10. principles of time management in establishing priorities and meeting deadlines.
11. maintaining complex record information for the purpose of easy accessibility and recovery by others.

ABILITY TO:

1. establish and maintain effective working relationships with those contacted in the course of assignment (e.g. DPS personnel, other agencies, vendors, the general public, etc.).
2. work within time constraints imposed by others.
3. make sound, timely decisions based upon the best information available.
4. listen and comprehend effectively.

5. handle multiple priorities.
6. complete work projects in an efficient and timely manner.
7. provide directions and guidance to operators during critical periods.
8. work with a wide variety of personalities and technical backgrounds.
9. train computer operators and users.
10. learn and use new operating systems and technology.
11. be flexible in responding to changes in schedules and job priorities.

MINIMUM QUALIFICATIONS:
Requires three (3) years of computer operator experience on a mainframe digital computer including one (1) year in a network environment. Related course work from an accredited college, technical school, or university may substitute for the experience on the basis of 30 semester (45 quarter) hours credit equal to one (1) year of experience.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 5, 1997

Classification Established: April 5, 1997
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

COMPUTER/NETWORK OPERATOR TRAINEE
Class Code 7609

SUMMARY STATEMENT:

This is a one-year limited term, entry level trainee position in computer/network operations. It is designed to allow the incumbent to acquire the necessary skills, training and experience required to enter the classification of Computer/Network Operator. Advancement to Computer/Network Operator is earned after satisfactory performance during this one year probationary period and successful completion of the Computer/Network Operator examination process.

The Computer/Network Operator Trainee assists with the duties and responsibilities of computer/network operations, including the operation of a large scale, systems-oriented electronic digital computer mainframe and its peripheral equipment. Performs other duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

Under direct supervision, the Computer/Network Operator Trainee participates in on-the-job training to develop competency in performing the following tasks:

1. Operates the computer network equipment to ensure that various systems are available to customers seven days a week, 24 hours a day in order to provide criminal justice information to local/state/federal law enforcement agencies.
2. Observes and interprets computer and network system messages to ensure that computer commands are responded to in a timely manner and that computer system problems are resolved quickly when hardware, software or power failures occur.
3. Reports problems to vendor service representatives when outages occur to ensure that corrective action is taken in a timely manner and to restore various system services as quickly as possible.
4. Monitors the mainframe computer system and the Criminal Justice Information System to ensure efficient utilization and allocation of computer resources and facilities, maintain satisfactory response time, provide timely information for local/state/federal and international law enforcement agencies and to ensure police officer safety.
5. Processes batch production job requests to ensure timely and accurate production output and delivery to DPS and other law enforcement agencies.
6. Communicates orally and in writing with customers on the proper procedures for renewing passwords and resetting various equipment (e.g. modems, controllers, terminals, printers, etc.), and to ensure that special instructions and outstanding hardware/software problems are relayed for shift changes.
7. Analyzes and troubleshoots computer/network system status to identify potential problems and develop solutions before outages occur.
8. Performs preventative maintenance to keep equipment in good operating condition and to prevent malfunctions from occurring.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the principles, capabilities and operation of modern data processing systems and software.
2. basic computer components (e.g. memory, disk storage, tapes, terminal, printers, etc.)
3. basic data communications terminology.

ABILITY TO:

1. perform detailed keyboard work with a high degree of accuracy.
2. follow detailed verbal and written instructions.
3. establish and maintain cooperative relations with customers, vendors and other personnel.
4. communicate orally and in writing.
5. apply problem-solving techniques and adopt an appropriate course of action.
6. complete work activities using established procedures and guidelines.
7. operate computer/network equipment (e.g. line monitor, terminals, consoles, etc.).
8. read and interpret technical reference manuals to resolve computer/network problems.

ADDITIONAL REQUIREMENTS:
Ability to work any shift.

MINIMUM QUALIFICATIONS:
Any combination of education, training or experience which provides a general knowledge of computer or data processing concepts. Requires successful completion of the examination process.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 22, 1999

Classification Established: January 22, 1999
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

COMPUTER/NETWORK OPERATOR – Class Code 7610

SUMMARY STATEMENT:

Under general supervision, the Computer/Network Operator is responsible for work of average difficulty in the operation of a large-scale, systems-oriented electronic digital computer and its peripheral equipment; and performs related work as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Operates computer network equipment to ensure that various systems (e.g. Criminal Justice Information System, Management Information System, Combined Agency Research Network for the Analysis of Crimes (CARNAC) system, etc.) are available to users seven days a week, 24 hours a day, to provide criminal justice information to local/state/federal law enforcement agencies using Department mainframe hardware/software.
2. Observes and interprets computer and network system messages to ensure that computer commands are responded to in a timely manner and that computer systems are recovered quickly when hardware, software, or power failures occur.
3. Reports problems to vendor service representatives when outages occur to ensure that corrective action is taken in a timely manner and to restore various systems services (e.g. Criminal Justice Information System, Management Information System, CARNAC, etc.) as quickly as possible using the telephone and call-out lists.
4. Monitors the mainframe computer system to ensure efficient utilization and allocation of computer resources and facilities to maintain satisfactory response time to Department customers using various software/operating systems (e.g. MVS, JES2, SDSF, TSO, etc).
5. Monitors the Criminal Justice Information System (e.g. ACIC/NCIC, ADOT, MVD, LEJIS, AZ Game and Fish, NLETS, etc.) to provide timely information for local/state/federal and international law enforcement agencies and to ensure police officer safety, using appropriate software/hardware.
6. Processes batch production job requests to ensure timely and accurate production output for DPS and other law enforcement agencies, and to make sure that reports are delivered to employees on time using various operating systems software (e.g. OMEGAMON, SDSF, TSO, TMS, etc.) and equipment (e.g. console, tape library, tape drives and printers, etc.).
7. Instructs customers and employees on proper procedures to renew passwords and reset modems, control units, terminals and printers using the telephone, and various operating systems/software (e.g. NETVIEW, CICS, etc.).
8. Interfaces with customers on network problems to restore customer service quickly when problems are reported using the telephone and various operating systems/software (e.g. NETVIEW, CICS, etc.).
9. Activates and controls computer system hardware to provide office automation services for Department local area network (LAN) customers.
10. Analyzes and troubleshoots computer and network system status to identify potential problems and develop solutions before outages occur using Department mainframe hardware/software tools.

11. Remains current on job specific expertise using training videos, seminars and materials.
12. Communicates verbally and in writing with unit personnel to ensure that special instructions and outstanding hardware/software problems are relayed for shift changes using logs, trouble reports and change controls.
13. Performs preventative maintenance to keep equipment in good operating condition and to prevent malfunctions from occurring using a vacuum cleaner, specialized cleaning fluids, oils, inks, papers and ribbons.
14. Trains other data processing personnel to perform tasks according to unit policies and procedures and to utilize effectively the computer resources and facilities using DPS mainframe hardware and software in accordance with unit training guidelines.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. the principles, capabilities, and operation of modern data processing systems (e.g. personal computers, mainframe master consoles, controllers, terminals, laser printers, etc.).
2. commonly used commands for computer operating systems and software (e.g. MVS, JES2, Omegamon, Netview, Switch, VPS, TSO, VTAM, CICS, EMS, etc.).
3. computer operations procedures.
4. problem escalation procedures.

SKILL IN:
1. operate line monitor diagnostic equipment, terminals, consoles, and related network equipment to resolve customer problems.
2. entering exact data for console commands.
3. perform recovery in the event of a system failure.

ABILITY TO:
1. follow detailed verbal and written instructions.
2. work effectively with customers, vendors, and other data processing personnel.
3. use good judgment and caution to ensure computer procedures are executed properly.
4. utilize technical reference manuals to resolve problems.
5. communicate both orally and in writing with DPS employees and customers.
6. analyze and troubleshoot hardware and software problems.
7. complete work activities using established procedures and guidelines.
8. complete work activities with minimal supervision.

MINIMUM QUALIFICATIONS:
Requires one (1) year of experience in the operation of large computer mainframes. Education or technical training in a field related to computer operations through a recognized technical school or equivalent, or accredited college or university may substitute for the required experience. Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

NOTE: One year of work experience is equivalent to thirty (30) semester hours of course work from an accredited college or university.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE:_____

EFFECTIVE DATE: April 5, 1997

Classification Established: April 5, 1997
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

CRIMINAL ANALYST SUPERVISOR – Class Code 2020

SUMMARY STATEMENT:

Supervises the criminal analysis function in the performance of detailed research and analysis of criminal intelligence information. Work involves the supervision of analysis of data, developing links between criminals and crime groups, determining patterns of criminal activity and preparing reports. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Supervises the criminal analysis personnel, which includes: interviewing prospective employees; providing and/or recommending training; coordinating, scheduling and assigning work product; establishing performance measures, goals, objectives and priorities; evaluating work performance; providing feedback, direction and guidance; keeping personnel abreast of new or revised information; answering questions; and recommending and/or implementing personnel actions.
2. Supervises the criminal analysis function including: the research, analysis, evaluation and correlation of criminal intelligence information; the collection and compilation of criminal intelligence information; and the entry of data, reports or records of criminal intelligence information into databases.
3. Creates, prepares, reviews and/or approves various intelligence and administrative documents (e.g., weekly/monthly reports, requisitions, personnel action requests, articles for publication, bulletins, training material, memos, letters, gang identification cards, etc.) to disseminate information and to ensure the required information is accurate and in compliance with the established standards.
4. Participates in multi-agency task force investigations, work groups or committees to provide analytical assistance to meet the objectives of DPS and other law enforcement agencies by contributing intelligence analysis and concepts. Conducts meetings to exchange information pertaining to criminal activities or daily work unit and personnel issues and procedures in order to maintain effective operations.
5. Supervises the analytical assignments to major case investigations by prioritizing collection of data, monitoring progress, making recommendations and projecting trends to ensure accountability, quality control and timely coordination of projects and cases.
6. Directs the research, design, development, testing and/or maintenance of operational databases, analytical software, hardware and peripheral equipment to enhance the quality of work product, improve productivity and ensure equipment is functioning properly.
7. Remains current on job specific procedures through various sources (e.g., intelligence publications, bulletins, statistical reports, etc.), training courses, professional associations and organizational meetings to keep abreast of changes and events relating to law enforcement and the criminal intelligence analysis field.
8. Directs personnel from other agencies (e.g., National Guard, etc.) who assist on cases and projects in order to provide guidance and maintain quality of work.
9. Solves problems that arise in the collection plan of case investigations in order to ensure the success of case progression to prosecution.

10. Acts as a liaison to various internal and external groups/individuals to provide analytical assistance, collect and/or disseminate intelligence data, and share resource sources.
11. Investigates and resolves internal and external complaints.
12. Establishes policies and procedures affecting the criminal analysis unit.
13. Performs frequent quality control checks of the intelligence database to ensure accuracy and integrity.
14. Prepares and presents oral and written briefings to DPS and other law enforcement agencies on the results of criminal intelligence analyses.
15. Assesses or determines intelligence information requirements or needs in order to recommend, plan prioritize and implement collection plans, targets or case strategies.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. analytical techniques normally employed in the development and dissemination of intelligence information.
2. research, investigation and analytical practices employed in the acquisition and dissemination of criminal intelligence information.
3. report writing techniques required to produce intelligence reports in an appropriate format, link charts, association matrices, intelligence bulletins, other specialized reports and graphic presentations.
4. federal, state and local laws and regulations; and Department and unit policies and procedures governing unit operations and the collection, use, security, retention and dissemination of criminal intelligence data.
5. the investigative process in order to determine the data and analysis needed for support.
6. the principles and practices of supervision.
7. team concepts, including team building, leadership, participation and group problem solving techniques.
8. federal, state and local information resources that could aid in an investigation or analytical report.
9. operational analysis and decision-making techniques for resource allocation and organizational effectiveness.
10. Title 10, 28 CFR 23 United State Code definition of intelligence databases and the retention and dissemination of intelligence.
11. principles and techniques of inductive and deductive reasoning.
12. principles and practices of management (e.g. time, data, people, projects, etc.).
13. rules of evidence and presentation of testimony and exhibits.
14. training methodologies and techniques.
15. business English, spelling, grammar and punctuation required to produce complex written documents.
16. criminal justice systems and their operations.
17. records management systems (automated and manual files).
18. current conditions or trends (e.g. military, economic, cultural, geographical, social, etc.) in relation to targeted subjects/groups.
19. criminal or business law.
20. mathematical and statistical analysis techniques.

21. modern office practices, procedures and equipment to perform office functions in an efficient manner.

SKILL IN:
1. identifying problems, analyzing alternatives, and making viable recommendations.
2. researching, gathering, organizing and analyzing data and drawing logical conclusions.
3. the use of computer software programs.
4. the use of computer keyboard devices.
5. interviewing, listening or documenting information.
6. planning, organizing and conducting meetings.
7. reviewing, proofreading, editing and verifying written materials for accuracy and adherence to policies and procedures.

ABILITY TO:
1. exercise sound judgment in safeguarding/disseminating confidential or sensitive information.
2. effectively communicate orally and in writing to all levels.
3. read, comprehend and interpret complex information.
4. plan, organize, coordinate and prioritize multiple tasks and projects.
5. work independently, exercise sound judgment and make operational decisions.
6. comprehend and follow complex written or oral directions/instructions.
7. establish and maintain effective working relationships with those contacted in the course of assignment.
8. provide effective guidance and expertise in the development and implementation of programs and projects.
9. organize and schedule work on a long-term basis.
10. perform detailed work with a high degree of accuracy.
11. set short-term and long-term goals.
12. maintain flexibility and re-alter priorities in response to change.
13. make presentations to small and large audiences.
14. operate specialized intelligence equipment (e.g. scanners, WORM, plotters, dialed number recorder, etc.)

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

ADDITIONAL REQUIREMENTS:
May be required to travel to perform certain work functions.

MINIMUM QUALIFICATIONS:
Requires six (6) years experience with a criminal justice, military or government intelligence agency or criminal intelligence network organization, or in a business, financial, or academic environment, compiling data, analyzing findings and writing reports that indicate relationships between various parties. A Bachelor's degree in criminal justice or related field may substitute for two (2) years experience.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: January 26, 1998
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

CRIMINAL INTELLIGENCE ANALYST – Class Code 2015

SUMMARY STATEMENT:

Performs detailed research and analysis of criminal intelligence information. Work involves analyzing data, writing reports, and developing links between criminals and crime groups or patterns of criminal activity. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Researches, analyzes, evaluates and correlates criminal intelligence information in order to determine source reliability, content validity and potential truthfulness; to develop investigative leads and links; and to distinguish patterns and trends.
2. Organizes and maintains sensitive, non-sensitive and open source case data and/or files into logical, concise and understandable order for retrieval if further analysis is needed.
3. Collects and compiles criminal intelligence information and statistics to generate intelligence data for support in investigations through personal contact (e.g., interviews, discussions, etc.); manipulation and query of database systems; and reading and recording various intelligence, analytical and administrative information.
4. Prepares and presents detailed graphical presentations (e.g., intelligence reports, charts, graphs, matrices, tables, etc.) and briefings to share organized facts and statistics, and criminal intelligence analyses with DPS personnel, case investigators, prosecutors and other law enforcement agencies.
5. Assesses or determines intelligence information requirements or needs in order to recommend, plan, prioritize and implement collection plans, targets or case strategies.
6. Acts as a liaison with internal and external groups/individuals to provide analytical assistance, collect and/or disseminate intelligence data, and share resource sources.
7. Enters data, reports or records of criminal intelligence information into a database for use and reference by analysts and investigators in support of investigations. Performs frequent quality control checks of the intelligence database to ensure accuracy and integrity.
8. Assists in coordination of major case investigations by prioritizing collection of data, delegating assignments, establishing schedules, organizing resources, monitoring progress, making recommendations and projecting trends to ensure accountability, quality control and timely completion of projects and cases.
9. Assists in the design, testing and/or maintenance of operational databases, analytical software, hardware and peripheral equipment to enhance the quality of work product, improve productivity and ensure equipment is functioning properly.
10. Participates in the development of unit goals, objectives and performance measures to improve operations and effectiveness.
11. Creates, prepares and reviews various intelligence documents (e.g., weekly/monthly reports, articles for publication, bulletins, training material, memos, letters, etc.) to disseminate information.
12. Remains current on job specific procedures through various sources (e.g., intelligence publications, bulletins, newspapers, statistical reports, etc.), training courses and

organizational meetings to keep abreast of current changes and events relating to law enforcement and criminal intelligence analysis.

13. Participates in multi-agency task force investigations, work groups or committees to provide analytical assistance to meet the objectives of DPS and other law enforcement agencies by contributing intelligence analysis and concepts.
14. May direct and train various personnel (e.g., analysts, co-workers, other law enforcement agency personnel, Civilian reserves, National Guard, etc.) to guide, manage and control work product.
15. May direct the activities of the unit in the supervisor's absence.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. analytical techniques normally employed in the development and dissemination of intelligence information.
2. research, investigation and analytical practices employed in the acquisition and dissemination of criminal intelligence information.
3. principles and techniques of inductive and deductive reasoning.
4. the techniques required to produce intelligence reports in an appropriate format, link charts, association matrices, intelligence bulletins, other specialized reports and graphic presentations.
5. business English, spelling, grammar and punctuation required to produce complex written documents.
6. the investigative process in order to determine the data and analysis needed for support.
7. records management systems (automated and manual).
8. operational analysis and decision-making techniques for resource allocation and organizational effectiveness.
9. team concepts, including: team building, leadership, participation and group problem solving techniques.
10. modern office practices, procedures and equipment to perform office functions in an efficient manner.

SKILL IN:

1. researching, gathering, organizing and analyzing data and drawing logical conclusions.
2. identifying problems, analyzing alternatives and making viable recommendations.
3. the use of computer software programs.
4. interviewing, listening or documenting information to obtain input from diverse sources.
5. the use of computer keyboard devices.
6. editing and proofreading written materials for accuracy and adherence to policies and procedures.

ABILITY TO:

1. exercise sound judgment in safeguarding/disseminating confidential or sensitive information.
2. perform detailed work with a high degree of accuracy.
3. comprehend and follow complex written or oral directions/instructions.

4. maintain flexibility and re-alter priorities in response to change.
5. effectively communicate orally and in writing.
6. interpret complex information.
7. plan, organize, coordinate and prioritize multiple tasks and projects.
8. work independently, exercise sound judgment and make operational decisions.
9. establish and maintain effective working relationships with those contacted in the course of assignment.
10. set short-term and long-term goals.
11. make presentations to small and large audiences.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

ADDITIONAL REQUIREMENTS:
Must obtain ACJIS Terminal Operator Certification within six months of hire or promotion, and maintain certification throughout the course of this assignment.
May be required to obtain and maintain authorization for top-secret clearances.
May be required to testify in court proceedings.
May be required to travel to perform certain work functions.
May be required to sit for extended periods of time.

MINIMUM QUALIFICATIONS:
Requires three (3) years experience with a criminal justice, military or government intelligence agency or criminal intelligence network organization, or in a business, financial, or academic environment, compiling data, analyzing findings and writing reports that indicate relationships between various parties. A Bachelor's degree in criminal justice or related field may substitute for two (2) years experience.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: February 23, 1998
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

CRIMINAL RECORDS SPECIALIST – Class Code 2000

SUMMARY STATEMENT:

Performs skilled data entry, file searches, maintenance and retrieval of criminal justice reports, records and other related materials. Performs complex record keeping, filing duties, compilation of statistics and general clerical work. Information retrieved and released must be accurate and released only to authorized personnel. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Queries information on computerized criminal justice information systems (e.g., OPPIS, LEJIS, DART, ACJIS, ACIC/NCIC, Interpol, etc.) to obtain or disseminate criminal history information (e.g., arrests, warrants, dispositions, etc.) in response to internal and external requests.
2. Contacts with the public and/or various criminal justice agencies (via telephone, in person or in writing) in order to resolve records problems and complaints; explain laws and procedures; request, provide or verify information; and/or collect fees.
3. Enters data of criminal activity information from various sources or application information or user agency information into computerized criminal justice information systems (e.g., ACJIS, ACIC/NCIC, PAWN, LEJIS, ORION, etc.) or tracking systems to add, update, modify or purge information. Enters general information (e.g., time and activity, user agency address and authorization, etc.) into a computerized tracking system in order to originate, update, reconcile, transfer or track data.
4. Verifies submitted paperwork by proofreading and comparing data to ensure accuracy.
5. Reviews files, documents (e.g., arrest cards, dispositions, court orders, sex offender registration, etc.) or computer printouts to ensure quality control of completeness and accuracy of criminal justice information.
6. Confirms arrest warrants to determine validity and release for action by law enforcement agencies and the courts.
7. Receives, opens and routes incoming mail to ensure proper processing and distribution.
8. Remains current on job-specific procedures in order to apply appropriate methodologies through familiarization with various manuals (e.g., ACJIS and NCIC operating manuals, unit procedures, etc.), publications, bulletins, state and federal laws; and attending meetings and training courses.
9. Tracks assignments to assure accurate and timely completion of all assignments.
10. Monitors access and dissemination of criminal record information in order to maintain security in compliance with federal and state laws.
11. Files, retrieves and maintains a variety of information (e.g., approved/denied applications, accident/offense/incident reports, photograph negatives, offender documents, etc.) to ensure compliance with state and federal laws and to fill requests from internal and external sources.
12. Monitors teletype inquiries for criminal history information in order to ensure prompt response, take appropriate action, and ensure other law enforcement agencies respond appropriately and within time limit parameters in accordance with state laws.

13. Trains new employees in unit procedures under the direction of the supervisor.
14. Processes and distributes daily reports to track daily work progress, project status and statistics.
15. Prepares records for or requests copies from storage.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. business English, spelling, grammar and punctuation required to produce and proofread written documents.
2. modern office practices, procedures and equipment required to perform office functions in an efficient manner.
3. records management systems (automated and manual files).

SKILL IN:
1. the use of computer keyboard devices.
2. the use of computer software programs.
3. reviewing, proofreading, editing and verifying forms, documents, computer printouts and other written materials for accuracy in content of information, calculation, coding and adherence to polices and procedures.

ABILITY TO:
1. work as part of a team.
2. file documents in alphabetical or chronological order.
3. exercise good judgment in safeguarding sensitive and confidential information.
4. understand written and verbal instruction to complete assigned tasks accurately.
5. perform detailed work with a high degree of accuracy.
6. calculate mathematical problems involving addition, subtraction, multiplication and division.
7. establish and maintain effective working relationships with those contacted in the course of assignment.
8. read, comprehend and interpret written materials of simple or moderate complexity.
9. work with interruptions.
10. adapt to changing priorities.
11. work independently with minimal supervision.
12. organize, prioritize and perform multiple tasks.
13. work within stringent deadlines to complete work assignments.
14. effectively communicate orally and in writing.
15. evaluate information, make decisions, and take appropriate action.
16. learn automated criminal information systems and appropriate codes (e.g., NCIC, ACCH, FACT, etc.).
17. operate a multiple line telephone system in order to answer or route incoming calls.
18. take accurate and concise notes on research information.
19. initiate the expansion of a task to achieve an established goal.
20. deal with irate people.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.
Bending, stooping, kneeling and/or squatting to access or file records may be required.
Moving items up to 40 pounds from one location to another may be required.
May be required to sit for extended periods of time.

ADDITIONAL REQUIREMENTS:
Must obtain ACJIS Terminal Operator Certification within six months of hire, and maintain certification throughout the course of this assignment with the Department.
May be required to travel to perform certain work functions.
Holidays, weekends and shift work may be required.

MINIMUM QUALIFICATIONS:
Requires one (1) year of clerical experience to include word processing or data entry skills.
Must type a minimum of 40 net words per minute.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: October 4, 1997
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

CRIMINALIST IV– Class Code 6418

SUMMARY STATEMENT:

Utilizes chemical, microscopic, chromatographic, and comparative techniques and instrumentation to examine, identify and evaluate physical evidence which may include: controlled dangerous substances; blood, urine, and other biological specimens; firearms; questioned documents; latent prints; trace evidence; and other items of evidentiary value. Prepares technical reports; provides expert testimony in court; provides technical advice and guidance to and trains other criminalists; reviews and approves revisions to analytical methodology; evaluates sophisticated scientific equipment for purchase; acts as supervisor in the absence of the Supervising Criminalist; and performs related tasks as required. Supervision is received from a Supervising Criminalist. This may be a competitive **OR** a progressive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Examines, identifies, and evaluates suspected evidence which may include blood, semen, hair, fibers, paint chips, glass fragments, questioned documents, fire accelerants, soils, firearms, latent prints, drugs, poisons, alcoholic beverages, etc. Utilizes physical, chemical, microscopic, photographic, comparative, classification, computer, molecular biology, chromatographic and visualization techniques and instrumentation which may include gas chromatography, ultraviolet spectrophotometry, infrared spectrophotometry, electrophoresis, gas chromatography-mass spectrometry, scanning electron microscopy-energy dispersive x-ray, variable wavelength forensic light sources, spectrofluorimetry, and immunoassay.
2. Prepares highly detailed technical written reports of scientific analyses and results; assists in writing significant unit events and in preparing other information to be used in management reports.
3. Attends pre-trial conferences, prepares exhibits for courtroom use, and provides expert testimony in courts throughout the state.
4. Discusses laboratory test results and evidence collection with officers and attorneys.
5. Remains current on scientific advancements in the forensic field through technical publications, presentations and training in order to apply appropriate methodologies.
6. Responds to crime scene incidents in order to gather, preserve and move items of evidence to crime lab for further analysis.
7. Researches and evaluates new methods of analysis to update scientific methodology.
8. Provides general scientific information in response to questions from Department staff, other agencies and the public.
9. Provides technical advice and guidance to other criminalists with difficult analyses.
10. Trains new criminalists in laboratory methodology and in skills required to attain courtroom qualification.
11. Instructs law enforcement personnel in training schools throughout the state in laboratory procedures such as recognizing, handling and examining physical evidence.
12. Recommends purchase of scientific equipment and supplies.
13. Supervises a unit of the laboratory in the absence of the supervisor; assists in planning and organizing day-to-day case processing and priority setting.

14. Accompanies new criminalists to court to observe and critique their presentation of expert court testimony.
15. Researches and prepares responses to defense expert challenges to crime laboratory procedures.
16. Initiates and develops new standard files and other reference material for use by the unit.
17. Assists and advises the supervising criminalist in professional development of unit personnel regarding schools, seminars, etc.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. principles and analytical procedures of chemistry, biology (including molecular biology), toxicology, criminalistics, fingerprints, questioned documents, or related sciences.
2. basic uses and effects of controlled substances.
3. hazards and toxicity of chemicals.
4. statutes and case law applicable to assigned forensic discipline and use of physical evidence in court.
5. rules of criminal procedure concerning time limits, discovery, evidence and expert witnesses.
6. crime scene procedures.
7. techniques for processing items of evidence at crime scenes.
8. mathematics related to analyzing scientific data.
9. coaching and training techniques to provide technical advice, guidance and training.

SKILL IN:
1. operating laboratory instruments, equipment and computer systems related to areas of responsibility.

ABILITY TO:
1. define problems, establish facts, interpret information and draw valid scientific conclusions.
2. recognize minute differences in shape and form.
3. chemically identify and quantitate compounds such as drugs, diluents and poisons.
4. interpret scientific data to establish statistical probabilities of origin of biological and commercial products.
5. effectively communicate findings of scientific tests both orally and in writing.
6. testify and undergo intense examination in court.
7. perform detailed work with a high degree of accuracy.
8. read and interpret scientific materials.
9. organize, conduct and evaluate scientific research
10. handle routine contact with criminal justice members and the public.

WORKING CONDITIONS:
May be exposed to fumes or dust, bodily fluids, toxic or caustic chemicals or materials that transmit infectious disease (e.g., AIDS, Hepatitis B), are corrosive, carcinogenic, or explosive.
May be required to move items up to twenty (20) pounds.
Must be able to respond to crime scenes and court appearances as needed.

MINIMUM QUALIFICATIONS:
Requires a Bachelor's degree from an accredited college or university with major course of study in chemistry or closely related physical or natural sciences with minimum of thirty (30) semester hours in chemistry and ten (10) years of experience as a criminalist in a recognized crime laboratory. Additional criminalist experience, beyond the required ten (10) years, may substitute for semester hours of chemistry (one (1) year additional criminalist experience equals ten (10) semester hours).

Must successfully complete the examination process.
FLSA status – Non-exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 1, 2000

Classification Established: June 17, 1993
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

CUSTODIAN – Class Code 3101

SUMMARY STATEMENT:

Under general supervision, performs custodial duties and minor repairs; performs other duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Cleans and maintains buildings, furnishings, grounds, and property.
2. Cleans and maintains custodial equipment.
3. Orders, receives, and stocks custodial supplies.
4. Performs minor maintenance of plumbing fixtures, light fixtures, and other property.
5. May move dumpsters and pallets of supplies, using a forklift.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. basic plumbing repairs.
2. basic equipment maintenance and repair techniques.
3. standard custodial procedures and practices.

SKILL IN:
1. the safe use of a variety of cleaning and moving equipment (e.g. extractor, shampooer, vacuum, wet/dry vacuum, variable speed scrubber, buffer, street sweeper, forklift, etc.).

ABILITY TO:
1. adapt to changes in schedules and job priorities.
2. communicate clearly and concisely for the purpose of obtaining and disseminating information.
3. organize and prioritize tasks.
4. present and demonstrate information methodically and logically in order to train new employees.
5. establish and maintain courteous and effective working relationships with others.
6. recognize and evaluate problems and take appropriate action.
7. follow detailed oral and written instructions.
8. work independently with minimal supervision.
9. read, understand, and interpret written information (e.g. operation manuals, labels for various cleaning and chemical agents, MSDS sheets, policies, and procedures).
10. apply active listening skills in order to obtain complete and accurate information.

ADDITIONAL REQUIREMENTS:
1. Ability to work outdoors in inclement weather.
2. Ability to walk or stand for long periods of time.
3. Ability to bend, stretch, stoop, reach and climb (stairs or step ladder).

4. Ability to move objects weighing up to 50 pounds, for distances of up to 50 feet, in compliance with OSHA regulations.

MINIMUM QUALIFICATIONS:
Requires any combination of related training and experience which provides the required knowledge, skills, and abilities to total one (1) year of experience in custodial work. Must have a valid Arizona driver's license.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 3, 1998

Classification Established: May 19, 1982
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

CUSTOMER INFORMATION CENTER SUPERVISOR
Class Code 7650

SUMMARY STATEMENT:

Under general direction, the Customer Information Center Supervisor is responsible for work of considerable difficulty in supervising the functions involved with Client-Server services, to include LAN/WAN technologies, network infrastructure support, stand-alone personal computers, client help desk, and personal computer application user training. Performs related work as required. This is a competitive classification. Overtime status: Exempt

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Delegates work assignments to ensure that all assigned tasks are completed in a timely and efficient manner.
2. Supervises the L/WAN technicians to provide direction for state of the art L/WAN service and facilities, and to ensure service is available around the clock.
3. Reviews and approves all office automation requests to ensure that the customer is purchasing the correct products in compliance with the Department's policies.
4. Schedules employee work hours to ensure proper coverage for critical core hours in support of data processing customers.
5. Manages assigned project personnel to ensure projects are completed on time and within budget.
6. Evaluates employee's work performance to advise of the requirements and expectations of the position, provide feedback on performance, and communicate goals and objectives.
7. Develops, writes, updates and approves policies and procedures documentation to ensure daily functions and operations are accomplished efficiently and effectively and to ensure current training guidelines are followed and changes are implemented.
8. Prepares budget requests to ensure funding for future data processing activities and projects.
9. Conducts and/or participates in meetings to receive and provide current information on data processing projects and activities.
10. Oversees the activities of technical vendors and consultants to ensure that state contracts and vendor agreements are completed satisfactorily and on time.
11. Investigates trouble reports to ensure that proper attention and priorities are assigned to a problem.
12. Researches and resolves problems in response to users and vendors.
13. Writes detailed task plans for accomplishment of key projects.
14. Writes and disseminates meeting agendas/minutes to facilitate weekly meetings and to communicate project status to other sections of data processing.
15. Writes administrative reports to provide management and staff with information on unit activities.
16. Serves in the absence of the section manager to ensure the efficient operation of assigned work unit
17. Provides technical expertise to assist the Human Resources Section in personnel selection functions for the unit, and interviews and selects job applicants for vacant unit positions.

18. Evaluates newly acquired software and hardware to ensure proper functioning according to department standards for personal computers. Provides engineering guidance and reviews implementation of all LAN/WAN services.
19. Reviews and prepares invitations for bids and requests for proposals to make recommendations on hardware and software selection processes and ensure the most cost effective solutions for the Department.
20. Prepares requisitions to generate purchases of data processing equipment for the Department to maintain state-of-the-art technologies.
21. Directs the development, design, re-design, implementation, and enhancement of mainframe network system software.
22. Approves and prioritizes technical changes to computer networks to include testing and implementation in an orderly and timely manner, and to reduce the chance of system failure.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:
1. the principles, capabilities and operation of modern information processing equipment (e.g. personal computers, mainframe terminals, laser printers, etc.).
2. the principles and practices of management.
3. the principles and practices of supervision for the purpose of providing direction, assigning tasks and ensuring work product is accurate and complete.
4. personal computer hardware and software.
5. applicable accounting polices and practices.
6. the functionality of network operating systems and their hardware components (e.g. modems, telecommunications links, hubs, controllers, gateways, routers, etc.).
7. the principles of team building/leadership.

SKILL IN:
1. communicating orally and in writing in a positive and productive manner with managers, peers, subordinate staff, vendors, users and the general public.
2. preparing and administering a budget.
3. recognizing and developing solutions to technical and administrative problems.
4. the use of computer (e.g. mainframe, UNIX, microcomputer, network, etc.) hardware and peripheral equipment (e.g. hard drive, disk drives, monitors, keyboards, printers, modems, etc.).

ABILITY TO:
1. analyze information and make timely decisions.
2. work independently with minimal supervision.
3. prioritize and assign tasks to meet deadlines.
4. read and comprehend technical and non-technical materials.

MINIMUM QUALIFICATIONS:
Requires any combination of course work in computer science, management information systems, or a related field from an accredited college, technical school, or university and

professional experience in LAN/WAN administration and/or personal computer support to total six (6) years, two (2) years of which must be in a supervisory capacity.

NOTE: One (1) year of work experience is equivalent to 30 semester (45 quarter) hours of course work from an accredited college or university.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____DATE: _____

EFFECTIVE DATE: January 22, 1999

Classification Established: April 5, 1997
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

DATA ENTRY OPERATOR – Class Code 7600

SUMMARY STATEMENT:

Responsible for performing journey-level data entry work using a personal computer and appropriate software, entering, updating, researching, verifying and/or retrieving data into/from various systems, and ensuring the accuracy and confidentiality of information recorded. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Enters, updates and verifies data (e.g., telephone billing numbers, criminal justice information, vehicle fuel usage, repair histories, etc.) into various systems (e.g., Uniform Crime Reporting System [UCRS], Fleet Management System, Computer Toll Analysis Program, etc.) for use by federal/state/local law enforcement agencies and/or DPS personnel.
2. Prints and reviews data entered (e.g., telephone toll records, subscriber information, etc.) to ensure completeness and accuracy.
3. Creates and maintains data entry formats in order to enter and verify all customer input and application functions. Stores data in the data pool as a batch to ensure that records are accurate and that functions are keyed properly.
4. Runs and distributes reports (e.g., UCRS Edit 1-2, Resubmits, etc.) and deletes batch information.
5. Maintains detailed and accurate records (e.g., analytical cases, etc.) in order to accurately retrieve data.
6. Trains employees on software programs.
7. Remains current on job-specific procedures through job-related training courses in order to apply appropriate methodologies.
8. Types updates and revisions to manuals.
9. Queries Electronic Mail System (EMS) and/or Lotus Notes for dissemination of information to section personnel.
10. Queries mainframe systems to check illegible information on documents (e.g., fuel cards, work orders, car wash log, etc.) in order to enter data correctly.
11. Screens incoming telephone calls in order to provide assistance or refer call to appropriate staff member.
12. Maintains a log of statistical record totals.
13. Provides assistance in data control operations during staff shortages to communicate changes to employees and customers and ensure jobs are completed successfully.
14. Receives, retrieves and processes cartridge and tape information for/from various agencies and DPS departments (e.g., Motor Vehicle Department, FBI, ACJIS, Concealed Weapons, etc.)
15. Researches the status of production and non-production jobs by checking for error condition codes and notifying computer analysts of problems when error conditions occur.
16. Sets up and submits new job information to the existing job list schedule and job calendar and notifies supervisor or program operations that it is ready for production.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. modern office practices, procedures and equipment required to perform office functions in an efficient manner.
2. complex data entry procedures.
3. record keeping.
4. business English, spelling, grammar and punctuation required to produce and proofread simple written documents.

SKILL IN:

1. entering data at a speed necessary for proficient job performance.
2. reviewing, proofreading, editing and verifying forms, documents, computer printouts, or other written materials for accuracy in content of information.
3. computer software programs (e.g., spreadsheet, word processing, Computer Toll Analysis Program, Microsoft Works, Designer Graphics, etc.).

ABILITY TO:

1. organize, prioritize and perform multiple tasks to complete job functions in an orderly, efficient manner.
2. research errors in documents to ensure reports are run correctly.
3. understand written and verbal instructions to complete assigned tasks accurately.
4. exercise good judgment in safeguarding confidential or sensitive information.
5. understand written and verbal instructions to complete assigned tasks accurately.
6. establish and maintain effective working relationships with those contacted in the course of assignment.
7. perform detailed work with a high degree of accuracy.
8. work independently with minimal supervision.
9. enter data accurately and efficiently.
10. communicate effectively orally and in writing.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Office setting.

MINIMUM QUALIFICATIONS:

Requires one (1) year of experience performing computerized data entry including six months experience performing micro-computer data entry utilizing word processing software. Must type a minimum of 35 net words per minute.

The examination process includes a keystroke performance test requiring a minimum of 118 keystrokes per minute with two or less errors.

Progression to the next pay level/step requires an overall performance rating of at least “Standard” in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: April 5, 1997
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

DATABASE ADMINISTRATOR TRAINEE
Class Code 7665

SUMMARY STATEMENT:

Database Administrator Trainee is a limited term, entry-level trainee position for applicants lacking specific Database Administrator training and experience. Advancement to Database Administrator is earned after satisfactory completion of the Database Administrator Trainee probationary period **AND** successful completion of the Database Administrator examination process.

Under general supervision, the Database Administrator Trainee performs work of considerable difficulty, analyzing, implementing and maintaining databases at DPS. The Database Administrator Trainee will learn database modeling and physical design, database definition and access SQL, data dictionaries, access methods, device allocations, organization, security, database administration tools, documentation, guidelines and standards used at DPS.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Works with security personnel in writing security specifications for data access controls for sensitive data.
2. Performs start up and shut down of database.
3. Monitors, reviews, and recommends methods of improving the performance of database software products.
4. Researches and corrects database integrity problems of considerable difficulty.
5. Organizes and schedules the database reorganizations.
6. Performs database backup and recovery activities as required.
7. Creates and maintains written procedures for various DBA functions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the functions and capabilities of application systems and mainframe computer systems.
2. Unix programming.

SKILL IN:

1. establishing and maintaining effective working relationships.
2. resolving complex technical problems.
3. conduct research and interpret technical information from a variety of sources.

ABILITY TO:

1. effectively communicate both orally and in writing.
2. learn and apply new technical knowledge and skills.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Office setting.

MINIMUM QUALIFICATIONS:
Requires three years of computer programming experience. College courses in computer science, management information systems or a related field from an accredited college or university may substitute for one year of the required computer programming experience.

Must successfully complete the examination process.
FLSA status - Non-Exempt.

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 23, 2001

Classification Established: February 23, 2001
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

DATABASE ADMINISTRATOR – Class Code 7670

SUMMARY STATEMENT:

Performs work of considerable difficulty, analyzing, implementing and maintaining major databases; responsible for the design, implementation and maintenance of assigned projects in database and support system and standards. Responsible for designing and maintaining database and support systems including access methods, device allocations, organization, security, documentation, guidelines and standards; serves as the technical expert over major areas of complex database support activities; may supervise subordinate staff in planning, implementing and maintaining major database facilities. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Analyzes application system specifications in order to produce logical and physical database structures of considerable difficulty.
2. Writes security specifications for data access controls for sensitive data.
3. Monitors, reviews and recommends methods of improving the performance of database software products.
4. Monitors, reviews, recommends and directs the modification of database structures to achieve optimal database performance.
5. Writes computer programs of considerable difficulty associated with database performance, recovery and statistics.
6. Advises application programmers and analysts on the proper use of database interface methodology.
7. Advises systems analysts on the design and use of database and file structures, and on proper use of the database commands.
8. Researches and corrects database integrity problems of considerable difficulty.
9. Designs and develops database support procedures of considerable difficulty.
10. Develops and recommends database standards.
11. Provides technical direction to programmers, analysts, and technical support personnel.
12. Organizes and schedules the database reorganizations.
13. Performs database recovery activities during emergency situations.
14. Provides seven day a week twenty-four hour a day on call support.
15. Installs and maintains new releases of the DB2 Universal DataBase (UDB) product set.
16. Installs and maintains new releases of the ORACLE product set.
17. Provides testing facilities for application programming.
18. Coordinates database problem solving activities between DPS and the vendor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. theory, principles, and practices of database systems specifications standards, applications programming, and database design and utilization techniques.
2. functions and capabilities of database systems and mainframe computer systems.
3. functions and capabilities of database management system performance monitoring methods.
4. client server components and methodology.
~~5.~~ DB2 UDB product set.

6. UNIX operating system.
7. ORACLE database product.

SKILL IN:
1. planning and analyzing database requirements and capabilities and determine the most effective methods of utilization.
2. the use of programming, job control and data defining languages specific to the assignment.

ABILITY TO:
1. establishing and maintaining effective working relationships with those contacted in the course of assignments.
2. effectively communicate, orally and in writing, at all levels.
3. resolve complex technical problems.

MINIMUM QUALIFICATIONS:
Requires five (5) years of computer programming experience. Three (3) years of experience must include use of the Departments' current database product set.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

NOTE: College courses in computer science, management information systems or a related field from an accredited college or university may substitute for up to two (2) years of the required computer programming experience.

Must successfully complete the examination process.
FLSA status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: August 22, 2001

Classification Established: August 22, 2001
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

DETENTION TRANSPORT OFFICER – Class Code 3206

SUMMARY STATEMENT:
Under general supervision, provides support services to Department personnel by transporting and/or booking detained or arrested persons. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Drives a Department vehicle to transport individuals that have been detained/arrested by Department personnel.
2. Maintains the care, custody and control of individuals being transported.
3. Performs physical searches of in-custody individuals and transport vehicle for contraband and seizes such as evidence.
4. Books arrested individuals into local/county jail facilities to include completing necessary paperwork.
5. Transports evidence to and from Department facilities while maintaining proper chain of custody.
6. Operates and maintains job-related equipment.
7. May provide assistance with stranded motorists, traffic control and collision scene management per Department policy.
8. Prepares and completes detailed reports, forms, logs, and required paperwork.
9. Attends job-related training.
10. Testifies in court regarding relevant job-related incidents.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. basic mathematics.
2. the principles of proper English sentence structure, spelling, grammar and punctuation.
3. basic first aid practices.
4. basic computer and office equipment operations.

SKILL IN:
1. communicating orally to provide, clarify and gather information.

ABILITY TO:
1. acquire a working knowledge of search and seizure activities, and the rules of evidence.
2. acquire a working knowledge of limited police methods, practices and procedures.
3. establish and maintain effective working relationships with those contacted in the course of the assignment.
4. maintain composure and work effectively under highly stressful conditions.

5. analyze situations or information, and adopt quick, effective and reasonable courses of action.
6. observe and recollect details of an event or situation.
7. use verbal or physical means to restrain violent or combative prisoners when required.
8. apply deadly force in accordance with law and Department policy.
9. perform work for extended periods of time in a variety of extreme weather conditions.
10. use specialized protective equipment or clothing.
11. perform the physical requirements of the work (e.g., run and/or jump over rough terrain and obstacles; physically take custody of persons; subdue combative suspects; safely search persons and places.
12. communicate clearly and concisely, both orally and in writing.
13. qualify and maintain firearms proficiency.
14. provide first-aid attention to those contacted in the course of assignment.
15. testify in court as a witness.

WORKING CONDITIONS/PHYSICAL REQUIRMENTS:
May be exposed to fumes or dust, toxic or caustic chemicals, outdoor weather, moving mechanical parts and moderate to loud noise levels.
Will be required to control combative, intoxicated, mentally ill, and uncooperative prisoners.

ADDITIONAL REQUIREMENTS:
Must be at least 18 years of age by hire date.
Must possess a valid Arizona Driver license by hire date.
Must be able to work any hours including weekends, holidays, rotating shifts, call-outs and overtime.
Must attend a Department selected detention/transport training program. This requirement may be waived if an approved training program has been completed in the last five (5) years.

MINIMUM QUALIFICATIONS:
Requires a high school diploma or equivalent and one (1) year of work experience involving public contact, preferably law enforcement related.
Progression to the next pay level/step requires an overall performance rating of at least "standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 29, 2007

Classification Established: January 29, 2007
Revision Date(s):

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICER/INVESTIGATOR– Class Code 5705

SUMMARY STATEMENT:

Under general direction, performs work of considerable difficulty in the coordination of the Department's equal employment opportunity and affirmative action plans in all areas of employment, including selection, promotion, assignment, transfer, training and compensation of employees. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Analyzes problems relating to employment and promotion to ensure the elimination of artificial barriers to protected group members.
2. Conducts training, selects speakers, and develops program content for workshops, seminars and training sessions relating to various equal opportunity and affirmative action issues.
3. Monitors the status and progress of affirmative action goals and objectives.
4. Conducts investigations, recommends solutions and prepares detailed reports regarding discrimination complaints from Department employees and other agencies statewide.
5. Develops and maintains statistical data which reflects the trends in the Department's protected groups employment programs.
6. Identifies employees from various disadvantaged groups and initiates action to improve training, promotions, and other career development opportunities.
7. Communicates rules and regulations governing equal employment opportunities and assists in their interpretation.
8. Coordinates legal research in the area of EEO and related legislation and judicial decisions.
9. Assists Department in establishing and maintaining non-discriminatory employment policies and practices, evaluates employment and promotional procedures as they pertain to protected group members.
10. Recommends and maintains affirmative action plans and programs designed to recruit and place minorities; provide technical assistance to ensure compliance with Federal and State laws.
11. Establishes and maintains active contact with local protected groups and organizations in order to encourage qualified members of these groups to apply for employment.
12. Maintains comprehensive case files and log of complaints in accordance with Department policy.
13. Assists in the validation of employment tests and procedures to ensure compliance with EEO requirements and established affirmative action programs.
14. Maintains close liaison with Federal and State agencies such as the State Attorney General's Office, Civil Rights Division, and the Equal Employment Opportunity Commission, etc.
15. Maintains close liaison with Legal.
16. Performs administrative work as required in the assignment including budget preparation.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. investigative techniques.
2. report writing techniques in order to prepare accurate, comprehensive and detailed reports.
3. interviewing techniques to obtain detailed information.
4. principles of conflict management and resolution.
5. applicable Federal and State Civil Rights laws, regulations and case law.
6. research techniques, including statistical analysis and data collection.
7. personnel and employment practices.

SKILL IN:

1. written communications to prepare clear, accurate and comprehensive reports.
2. oral communications with diverse audiences of varying sizes.

ABILITY TO:

1. establish and maintain effective working relationships with those contacted in the course of assignment.
2. plan, organize, prioritize and perform multiple tasks to perform job functions in a timely and efficient manner.
3. work within stringent deadlines to complete projects and assignments.
4. exercise independent initiative and judgment.
5. exercise diplomacy when dealing with people in sensitive situations.
6. apply active listening techniques to obtain complete and accurate information.
7. exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty.
8. read, comprehend and interpret complex written material.
9. mediate opposing affected parties.
10. work under stressful working conditions.
11. organize and coordinate an affirmative action, equal employment opportunity or civil rights program.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Office setting.

ADDITIONAL REQUIREMENTS:

Statewide travel may be required.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in Human Resources, Business, Law, Public Administration or related field from an accredited college or university and three (3) years of professional experience in conducting administrative investigations or three (3) years of experience in civil rights, affirmative action, equal employment opportunity or related programs. Must have and maintain a valid Arizona driver license.

Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA status - Non-Exempt.

APPROVED: _____ DATE: _____

EFFECTIVE DATE: May 1, 2006

Classification Established: November 15, 2000
Revision Date(s): August 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

EVIDENCE CUSTODIAN – Class Code 6111

SUMMARY STATEMENT:

Under general supervision is accountable for preserving the chain-of-custody and security of hazardous/non-hazardous evidence and non evidential property received from law enforcement personnel. Receives, logs, packages, stores, inventories, issues and assists in the release or disposal of adjudicated materials. Releases, documents and issues evidence for the purpose of performing laboratory tests or providing testimony in court. Performs other duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Receives, reviews, catalogs, labels, tags, marks, packages, documents, and stores submitted property and evidence; safeguards integrity of chain-of-custody.
2. Ensures hazardous materials evidence is appropriately handled, identified, contained, stored, transported, tested, and legally disposed of.
3. Evaluates the worth of adjudicated evidence and unclaimed property in preparation for legal disposal and disbursement; shreds highly sensitive written material no longer essential.
4. Releases evidentiary items to authorized law enforcement personnel.
5. Checks work performed by the work unit as needed.
6. Reviews security controls and alarms at primary and alternative property and storage locations.
7. Answers inquiries and concerns.
8. Audits items against information available in multi-agency computer information system for stolen, wanted or owner information.
9. Conducts bi-annual inventory of property and evidence warehouse(s) to ensure the safeguarding of and accurate accounting of all items currently stored.
10. Responds to call-outs.
11. Instructs law enforcement personnel, attorneys and others on procedures of evidential property control.
12. Conducts needs assessments; updates and implements various guidelines, procedures, and formats required to accommodate legislative changes impacting submission or release of evidence and property.
13. Conducts compliance audits; makes site inspections, and assists in the set-up and organizing of satellite property units.
14. Testifies in court as required by subpoena or represents Department at public hearings, meetings.
15. Attends meetings, training classes, and conferences, and studies updated applicable reference materials in order to remain current on job-specific issues.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. basic principles of proper evidence storage, preservation, and disposal.

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICER/INVESTIGATOR– Class Code 5705

SUMMARY STATEMENT:

Under general direction, performs work of considerable difficulty in the coordination of the Department's equal employment opportunity and affirmative action plans in all areas of employment, including selection, promotion, assignment, transfer, training and compensation of employees. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Analyzes problems relating to employment and promotion to ensure the elimination of artificial barriers to protected group members.
2. Conducts training, selects speakers, and develops program content for workshops, seminars and training sessions relating to various equal opportunity and affirmative action issues.
3. Monitors the status and progress of affirmative action goals and objectives.
4. Conducts investigations, recommends solutions and prepares detailed reports regarding discrimination complaints from Department employees and other agencies statewide.
5. Develops and maintains statistical data which reflects the trends in the Department's protected groups employment programs.
6. Identifies employees from various disadvantaged groups and initiates action to improve training, promotions, and other career development opportunities.
7. Communicates rules and regulations governing equal employment opportunities and assists in their interpretation.
8. Coordinates legal research in the area of EEO and related legislation and judicial decisions.
9. Assists Department in establishing and maintaining non-discriminatory employment policies and practices, evaluates employment and promotional procedures as they pertain to protected group members.
10. Recommends and maintains affirmative action plans and programs designed to recruit and place minorities; provide technical assistance to ensure compliance with Federal and State laws.
11. Establishes and maintains active contact with local protected groups and organizations in order to encourage qualified members of these groups to apply for employment.
12. Maintains comprehensive case files and log of complaints in accordance with Department policy.
13. Assists in the validation of employment tests and procedures to ensure compliance with EEO requirements and established affirmative action programs.
14. Maintains close liaison with Federal and State agencies such as the State Attorney General's Office, Civil Rights Division, and the Equal Employment Opportunity Commission, etc.
15. Maintains close liaison with Legal.
16. Performs administrative work as required in the assignment including budget preparation.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. investigative techniques.
2. report writing techniques in order to prepare accurate, comprehensive and detailed reports.
3. interviewing techniques to obtain detailed information.
4. principles of conflict management and resolution.
5. applicable Federal and State Civil Rights laws, regulations and case law.
6. research techniques, including statistical analysis and data collection.
7. personnel and employment practices.

SKILL IN:

1. written communications to prepare clear, accurate and comprehensive reports.
2. oral communications with diverse audiences of varying sizes.

ABILITY TO:

1. establish and maintain effective working relationships with those contacted in the course of assignment.
2. plan, organize, prioritize and perform multiple tasks to perform job functions in a timely and efficient manner.
3. work within stringent deadlines to complete projects and assignments.
4. exercise independent initiative and judgment.
5. exercise diplomacy when dealing with people in sensitive situations.
6. apply active listening techniques to obtain complete and accurate information.
7. exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty.
8. read, comprehend and interpret complex written material.
9. mediate opposing affected parties.
10. work under stressful working conditions.
11. organize and coordinate an affirmative action, equal employment opportunity or civil rights program.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Office setting.

ADDITIONAL REQUIREMENTS:

Statewide travel may be required.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in Human Resources, Business, Law, Public Administration or related field from an accredited college or university and three (3) years of professional experience in conducting administrative investigations or three (3) years of experience in civil rights, affirmative action, equal employment opportunity or related programs. Must have and maintain a valid Arizona driver license.

Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA status - Non-Exempt.

APPROVED: _____ DATE: _____

EFFECTIVE DATE: May 1, 2006

Classification Established: November 15, 2000
Revision Date(s): August 2006

SKILL IN:

1. the use of computer keyboard devices to perform word processing and to input and retrieve information.

ABILITY TO:

1. perform detailed work with a high degree of accuracy.
2. exercise good judgment in the safeguarding of confidential or sensitive information.
3. work independently with minimal supervision.
4. interpret, exchange, and act upon written and oral information.
5. communicate clearly and concisely both orally and in writing.
6. analyze information and draw valid conclusions.
7. apply active listening techniques in order to obtain complete and accurate information.
8. exercise diplomacy when dealing with people in sensitive situations.
9. work within stringent deadlines in order to complete assignments within a designated time period.
10. memorize and recall detailed information and/or number combinations.
11. operate standard office and technical equipment (e.g. computer, typewriter, calculator, FAX, telephone system, copier, television, VCR, cameras, scales, money counting machine, etc.)
12. acquire and retain required Terminal Operator Certification.
13. type at a speed necessary for adequate job performance.
14. conduct research and gather information and statistics for the purpose of completing reports and administrative assignments.
15. speak before groups for the purpose of providing information and explaining DPS policies and procedures.
16. operate various portable equipment (e.g. battery chargers, air compressors, etc.) and moving equipment (e.g. dollies, hand trucks, and forklift) in order to prepare vehicles for release or to load and relocate property and evidence.
17. develop feasible short and long range plans and goals to project and develop programs and projects.
18. perform basic crisis management techniques required to effectively manage emergency situations.
19. learn pertinent state and federal statutes, laws, regulations, and Supreme Court rules governing the function.

ADDITIONAL REQUIREMENTS:

1. Ability to work irregular hours, holidays, weekends, call-out and overtime.
2. Ability to move packages weighing up to 50 pounds each, in compliance with OSHA regulations.
3. Ability to bend, stretch, stoop, reach and climb (stairs or stepladders).
4. Ability to perform tasks in a work area subject to unpleasant odors and temperatures of up to 120 degrees.

MINIMUM QUALIFICATIONS:

Requires two (2) years of stockroom or warehouse experience; or two (2) years of experience working for a law enforcement agency; or a combination of both equaling two (2) years. Must have a valid Arizona driver's license.

Progression to the next pay level/step requires an overall performance rating of at least “Standard” in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____DATE:_____

EFFECTIVE DATE: January 3, 1998

Classification Established: January 3, 1998
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

EXECUTIVE ASSISTANT – Class Code 4702

SUMMARY STATEMENT:

Responsible for providing staff support on a variety of non-routine, highly responsible, confidential secretarial and administrative duties for the Director/Assistant Director, including composing correspondence for signature, writing reports, conducting research, assignment work and deadlines, and overseeing the operation of the office of a senior- level executive; ensuring timely and accurate responses to assignments. Performs other duties as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Prepares typed copy (e.g., correspondence, minutes, memoranda, briefs, agendas, contracts, reports, press releases, etc.) from written or oral information in order to produce error free documents.
2. Screens incoming telephone calls in order to provide assistance or refer call to appropriate staff member.
3. Composes correspondence from rough draft and transcription tapes regarding a wide variety of subjects.
4. Enters information (e.g., evaluations, telephone numbers, pagers, inventory, etc.) into a computerized tracking system in order to originate, update, reconcile, transfer and track data.
5. Researches purchase options and/or payment information in order to purchase necessary supplies and equipment, complete forms, reconcile errors and ensure accuracy of document information.
6. Manages assigned division's mail; screens incoming correspondence in order to forward correspondence to appropriate staff member for response and prepares division's outgoing mail for pick-up.
7. Greets visitors (e.g., Department personnel, other state or law enforcement agency personnel and the general public) in person in order to provide assistance or refer to appropriate staff member.
8. Reviews and proofreads a variety of information to ensure accuracy of information, consistency with administrative policy, format, and working and grammatical correctness.
9. Researches, gathers and summarizes data for briefs, reports and correspondence from computerized tracking system and manual files in order to provide accurate information.
10. Queries Electronic Mail System (EMS) and/or Lotus Notes in order to obtain information for division personnel.
11. Assesses whether callers and/or visitors should have access to information being requested in order to ensure that confidential information is disseminated to authorized persons only.
12. Orders office supplies/services/plaques/awards; tracks and picks up.
13. Acts as Time and Activity Coordinator by entering weeklies to include leave without pay; makes manual balance adjustments as required.
14. Establishes, updates and maintains manual filing systems and computer software programs (e.g., databases and spreadsheets) to track information (e.g., reports and correspondence,

equipment usage, supplies, meetings, contract expirations, responses to correspondence, etc.).

15. Remains current on modern office and job-specific procedures through job-related training courses in order to apply appropriate methodologies.
16. Prepares various forms and requests (e.g., PARs, purchase requisitions, conference registrations, etc.).
17. Schedules meetings and appointments for the Director/Assistant Director in order to ensure availability, prioritize schedules and avoid scheduling conflicts.
18. Transcribes reports, minutes, search warrants, correspondence, affidavits, interviews, etc. from dictation tapes, shorthand or speedwriting in order to provide written information.
19. Assists division personnel in the use of computer software/hardware and forms.
20. Processes cycle and quarterly overtime for assigned work unit.
21. Explains time and activity, overtime and industrial leave policies in order to coordinate work functions and provide information for employees.
22. Responds to public record requests in order to accommodate attorneys, law enforcement officials, subpoenas and media in accordance with public record guidelines.
23. Administers the donated leave program in coordination with Human Resources and Finance.
24. Reads, reviews and tracks the status of all legislation introduced by the House and Senate during the legislative session to determine Departmental impact of bills; distributes copies to affected areas; advises on upcoming legislative committee meetings; prepares legislative report for Executive Staff.
25. May direct and review the work of section personnel to ensure that assigned tasks are completed accurately and in a timely manner.
26. Resolves complaints and problems by interpreting departmental policies and regulations.
27. Arranges travel (e.g., secures flights, car rentals and accommodations); prepares required documentation.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. business English, spelling, grammar and punctuation required to produce and proofread complex written documents.
2. modern office practices, procedures and equipment required to perform office functions in an efficient manner.
3. records management systems (both automated and paper files) to ensure accurate maintenance of files and ease of retrieval.
4. basic accounting principles required to reconcile and balance financial records.

SKILL IN:

1. the use of computer software programs.
2. the use of computer keyboard devices.

ABILITY TO:

1. organize, prioritize and perform multiple tasks to complete job functions in an orderly, efficient manner.
2. greet visitors in person in a courteous, professional and efficient manner.
3. work independently with minimal supervision.

4. establish and maintain effective working relationships with those contacted in the course of assignment.
5. effectively communicate both orally and in writing at all levels.
6. read, comprehend, and interpret complex written materials.
7. understand written and verbal instruction to complete assigned tasks accurately.
8. calculate mathematical problems involving addition, subtraction, multiplication and division of moderate difficulty.
9. perform detailed work with a high degree of accuracy.
10. work within stringent deadlines.
11. exercise good judgment in safeguarding confidential or sensitive information.
12. take/transcribe minutes, letters, memos, etc. to provide written documentation of information.
13. answer incoming calls in a courteous and professional manner.
14. identify problems and analyze alternatives to develop viable recommendations for projects and assignments.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

MINIMUM QUALIFICATIONS:
Requires five (5) years of increasingly responsible administrative secretarial experience. All levels must type a minimum of 60 net words per minute.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: February 10, 1996
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FABRICATION WELDER – Class Code 3215

SUMMARY STATEMENT:

Performs journey-level welding in the fabrication, repair and maintenance of equipment parts, structures and other items. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Cuts and/or joins metal parts in order to fabricate or repair vehicle equipment, appliances, tools, furniture and other articles, using tools such as plasma cutter, mig welder, tig welder, arc welder, oxyacetylene torch, chop saw, grinder, drill press, clamps, and hand and power tools.
2. Designs and fabricates parts and equipment to meet unusual or special needs of DPS, using manufacturers' specifications, measuring devices, calculator, drawings and service requests.
3. Installs or removes special equipment in vehicles in order to prepare patrol cars for duty, reassignment or disposal, using welding equipment, grinder, paint, measuring devices, and hand and power tools.
4. Designs and creates holding jigs to aid in the fabrication of parts in multiple numbers, using measuring devices, drawings, saw, and hand and power tools.
5. Maintains records of work completed (e.g., vehicle work orders, service requests, etc.) in order to provide an accounting of activities in the welding shop.
6. Calculates quantities, times, materials, distances, weights and standard-to-metric conversions in order to perform vehicle repairs or modifications and to prepare cost estimates for unusual jobs.
7. Maintains inventory of supplies routinely used in the operation of the welding shop by inspecting stock and ordering goods as needed. Inspects parts and supplies received in order to verify accuracy of invoices.
8. Transports vehicles, equipment, parts or supplies to directed locations in order to expedite repair work or modifications, using Department automobiles, trucks, trailers, forklifts, etc.
9. Installs manufacturers’ test parts and equipment in order to test durability and safety.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the characteristics and properties of various metals used in the cutting, forming and welding of objects.
2. the properties of various welding rods and fluxes used in welding metals.
3. occupational hazards and safety precautions, practices and procedures of the welding trade and fleet shops.
4. the construction of various models of automobiles, trucks and other Department vehicles to create and install specially-fitted equipment.
5. state and federal environmental laws pertaining to the handling of hazardous materials routinely used in the repair and modification of vehicles.

6. vehicle passenger safety issues involved in the design and installation of vehicle modifications.

SKILL IN:

1. identifying and using proper hand and power tools in a safe manner.
2. the use of various types of equipment and tools common to the welding trade (e.g., mig welder, tig welder, oxyacetylene torch, arc welder, plasma cutter, saw, drill press, grinder, etc.).
3. the operation of vehicles (e.g., automobiles, trucks, motor homes, etc.) for transport.
4. maintaining welding shop equipment in serviceable condition.

ABILITY TO:

1. calculate mathematical problems involving addition, subtraction, multiplication, division on a calculator to determine weights, measurements, time and quantities.
2. read and interpret technical shop manuals, manufacturers' specifications and wiring schematics pertaining to systems to design and install special equipment.
3. follow detailed oral and written instructions in the fabrication and installation or repair of requested equipment.
4. visualize an idea and develop a working model to fabricate unusual or very special equipment.
5. establish and maintain effective working relationships with those contacted in the course of assignments.
6. learn to use personal computer to monitor inventories, order parts and supplies, and write reports.
7. record accurate information on pre-formatted forms, such as requisitions, cost estimates, time and material records.
8. communicate ideas to shop personnel regarding the design and installation of equipment modifications.
9. read and interpret blueprints or sketches in fabricating equipment and other articles.
10. paint special vehicle equipment (e.g., brackets, cages, push bumpers) built in the welding shop.
11. acquire additional skills to maintain technical competencies.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

May be required to move items up to 60 pounds for distances of up to 10 feet.
May be required to stand, stoop, bend, kneel and squat for extended periods of time.
May be exposed to fumes or dust, toxic or caustic chemicals, outdoor weather, moving mechanical parts and moderate to loud noise levels.
Must wear appropriate protective gear and clothing as necessary.

MINIMUM QUALIFICATIONS:

Requires three (3) years of journey-level mechanical experience in fabrication welding to include heliarc, gas and arc welding. Must have and maintain a valid Arizona driver license.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

NOTE: Vocational education and training in welding may substitute for up to two (2) years of the required welding experience on a month for month basis.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: February 10, 1996
Revision Date(s): June 2005

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FACILITIES COORDINATOR – Class Code 3307

SUMMARY STATEMENT:

Under direction, coordinates planning, construction, remodeling, custodial, landscape maintenance, security and building maintenance activities of various facilities of the Department; gives instructions to and reviews the work of maintenance, custodial and security personnel and/or contractors; aids in the planning, development and installation of new sites, facilities and buildings; and performs other tasks as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Plans, organizes, assigns work to, supervises, and reviews the work of subordinate personnel to assure quality work is completed on schedule within safe conditions.
2. Schedules, plans, and writes work orders, inspections, and work notices to complete job assignments and building inspections on schedule using a computer, telephone, and answering machine.
3. Obtains estimates and quotes for materials needed for repairs using required purchase order forms and telephone.
4. Communicates orally and in writing with management, peers, subordinate personnel, Department employees, and the general public to arrange, schedule, and oversee completion of building maintenance activities using a computer, telephone and personal contact.
5. Establishes and maintains manual and automated filing systems to update and track information using paper files and a personal computer.
6. Designs buildings, sites, interior suite layouts, modular furniture layouts, miscellaneous structures and details in order to provide a safe and comfortable work environment for employees, and a safe and comfortable living environment for employees living in state housing using architectural/engineering reference books/publications, building and safety codes, a computer, AutoCAD and word processing software, and various drafting tools and supplies..
7. Develops formal bid contract documents to provide vendors with documents to facilitate bidding and construction of projects using architectural/engineering reference books and publications, building and safety codes, a computer, AutoCAD and word processing software, and various drafting tools/supplies.
8. Processes work requests (RFW's) to provide recommendations on requested improvements/modifications to Department facilities including cost estimates, designs, and scope of work, timing, and funding using a computer, miscellaneous office equipment, AutoCAD and word processing software, construction cost manuals, architectural/engineering reference books/publications, building and safety codes, and various drafting tools/supplies.
9. Inspects construction projects to ensure contractors conform with contract documents, building codes and time schedule using contract documents and building and safety codes.
10. Drafts and submits reports to document monthly activity, request assistance, advise of problems or needs, report project quality and completion, etc. using a computer, telephone,

copier, FAX machine, forms (e.g. property inspection, purchase order, purchase requisition, travel claim, project time accounting, etc.).

11. Inspects Department buildings and property and generates work orders for necessary repairs to insure Department property is kept in good operating condition; checks for completion of vendor work and, ensures quality and safety of the work performed using senses; hand, power and specialty tools, inspection forms, and project schematics.
12. Evaluates employees' work performance to advise of the requirements and expectations of the position and provide feedback on performance using the required Department Performance Appraisal Manual and forms.
13. Provides direction and feedback to both subordinate staff and vendors to ensure assigned projects and tasks are completed accurately and by the specified due date using principles and practices of supervision and interpersonal communications.
14. Establishes performance measures, goals, objectives and priorities for subordinate staff using the Performance Appraisal Manual and commensurate forms.
15. Administers contracts (e.g. architectural, engineering, construction, operational, etc.) to assure that the Department is receiving the professional services agreed upon in the contract using a computer, telephone, word processing software and miscellaneous office equipment.
16. Prepares Invitations for Bid (IFB), Requests for Quotation (RFQ), Requests for Proposals (RFP), and formal bid specifications and documents to procure services, supplies, equipment, tools and materials for various construction projects and operational contract services using a computer, miscellaneous office equipment, AutoCAD and word processing software and drafting instruments.
17. Composes internal and external correspondence to provide information and resolve issues within the Department, with governmental agencies and external contractors using a computer, word processing software, and a FAX machine.
18. Conducts feasibility studies in order to determine cost and impact of projects using the computer and miscellaneous office equipment, AutoCAD software, and construction cost manuals.
19. Oversees the work of maintenance technicians on in-house building projects and building contract vendors to ensure construction projects are being performed within established time frames, building plans and building codes using the computer and miscellaneous trade equipment (e.g. level tape, transit , electronic measuring equipment.
20. Coordinates the access security of Department buildings to ensure safety of employees and security of buildings using locks, keys, access cards, security personnel, a computer, database software, miscellaneous locksmith tools and equipment, etc.
21. Conducts pre-bid, pre-construction and construction progress meetings to assure full understanding and contract compliance for both contractors and user groups using contract documents, contract administration forms, computer and office equipment.
22. Reviews bids and selects vendors in order to ensure compliance with the State Procurement Code and ensure that materials, equipment, services, etc., are in compliance with bid specifications.
23. Documents project progress in order to report progress to management and to provide backup material for invoice approval and contract compliance using a computer, miscellaneous office equipment, AutoCAD and word processing software, construction cost manuals, architectural/engineering reference books/publications, building and safety codes and various drafting tools/supplies.

24. Evaluates proposals, contracts and performance of architects, engineers, and construction and operational contractors to enable Department to ensure the best value of allocated funds and conform with the contract documents, using state procurement code, the computer, and word processing software.
25. Serves in the absence of the unit supervisor to ensure the efficient operation of assigned work unit.
26. Reviews and approves vendor invoices to ensure accuracy of figures and facilitate prompt payment to vendors using the computer, and miscellaneous office equipment.
27. Responds to emergency calls for assigned work area to perform emergency repairs during off-duty hours by using a pager, telephone, Department vehicle, hand tools, power and specialty tools, and necessary materials.
28. Drafts and submits budget requests for long-range planning and budgeting to unit manager using computer equipment and paper.
29. Drafts and submits to management proposed, new, or revised policies and procedures to provide an effective and efficient operation using a computer and Department General Orders.
30. Interviews prospective employees to select the best-qualified candidate for vacant positions within the work unit.
31. Negotiates architectural, operational and engineering contracts to enable the state and Department to obtain the best value of the least amount of funds using a computer and miscellaneous office equipment.
32. Attends meetings and conferences to facilitate communications, exchange of ideas, and present drawings and sketches, using the computer and miscellaneous office equipment, AutoCAD software, and miscellaneous drafting instruments.
33. Creates and maintains Department AutoCAD drafting standards and drawing filing system, to ensure that all Department AutoCAD drawings are compatible with each other and are readily accessible, using a computer and AutoCAD software.
34. Prepares requisitions to initiate purchase orders for procurement of services, supplies, materials, tools and equipment to support unit functions using miscellaneous office equipment.
35. Coordinates the repair, replacement, troubleshooting, identifying and correcting of maintenance problems (e.g. air-conditioning, carpentry, concrete, drywall, electrical, foundation, glass, heating, irrigation, outside perimeter, plumbing, and security/emergency safety systems) in Department buildings using hand, power and specialty tools.
36. Instructs and trains new staff on proper work methods, safety requirements, Department General Orders, facilities procedure manual, and other pertinent policies and procedures through one-on-one interaction and demonstration.
37. Remains current on job specific expertise through various sources (e.g. conferences, educational seminars, professional organizations, etc.) to keep abreast of latest technological developments.
38. Coordinates and attends meetings to exchange information regarding issues, programs and projects.
39. Assists in the development of unit's budget to project and request funding for upcoming year's operations and assist with annual section budget using previous years' allocation, current year funding guidelines, catalogs, estimating manuals, computer and miscellaneous office equipment.

40. Inventories equipment and modular furniture to maintain a record of equipment and control and allocate components using inventory list and computer.
41. Organizes project files to ensure accurate records are accessible for future reference using a variety of miscellaneous office equipment.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the principles and practices of building construction, maintenance, security, custodial services, landscape maintenance, and repair to perform tasks, and provide guidance, direction, and supervision of subordinate personnel and vendors.
2. the principles and practices of supervision to provide direction, guidance, oversight and evaluation of subordinate staff performance.
3. building and safety codes (e.g. fire, mechanical, plumbing codes, National Electrical Code, OSHA standards, NFPA National Fire Code, NFPA Life Safety Code and applicable ADA regulations).
4. architectural, HVAC, plumbing, electrical, civil and structural engineering, custodial, landscape, and security disciplines.
5. building construction, custodial and landscape tools, equipment, materials, methods, standards, and trade practices.
6. building standards publications (e.g. American Standards and Testing Material, Building Cost Estimating, Architectural Graphics Standards).
7. drafting techniques and standards.
8. specialized building systems (e.g. fire suppression, UPS, hardware, security and communication).

SKILL IN:

1. communicating orally in a positive and productive manner with management, peers, subordinate employees, vendors, users, other agencies and the general public to exchange information and resolve issues.
2. communicating in writing in a positive and productive manner with management, peers, subordinate employees, vendors, users, other agencies and the general public to exchange information and resolve issues.
3. accurately reading and interpreting blueprints, sketches and schematics as they relate to buildings and utility service systems.
4. time management techniques.
5. negotiating with architects, engineers and contractors.
6. effectively coordinating personnel and resources on various projects.
7. developing appropriate and cost effective building design solutions.
8. resolving complex planning problems.
9. estimating complex construction costs.
10. coordinating complex construction projects.
11. preparing construction documents (architectural, HVAC, plumbing, electrical and structural).
12. accurately applying methods, practices, and procedures in preventative maintenance, inspection, repair, renovation, and minor construction of buildings and utilities.

13. supervising subordinate staff and contract vendors to ensure required quality, quantity, and completion is in accordance with instructions and/or contract.
14. developing and maintaining an environment of teamwork and positive inter-relationships among subordinate employees.
15. applying construction management practices.
16. the use of drafting instruments, production and office equipment.
17. inspecting buildings and facilities to determine and schedule needed work, determine appropriateness and completeness of work performed, and approve work of subordinate personnel, vendors and contractors. Skill in the use of Automated Computer Aided Design (AutoCAD) software and equipment.

ABILITY TO:

1. develop, implement, evaluate, amend, and recommend programs to provide preventative maintenance and repairs to reduce unexpected and emergency situations.
2. develop and maintain effective working relationships with individuals in all levels of the organization, other agencies and the general public.
3. work well under pressure.
4. be flexible in responding to changes in schedules and job priorities.
5. evaluate bids.
6. climb ladders and scaffolding for purposes of inspections.
7. analyze situations accurately and adopt an effective course of action.
8. interpret written and oral instructions.
9. interpret building and safety codes.
10. safely operate state motorized vehicles.
11. estimate necessary materials and labor required to complete proposed projects.
12. develop and adhere to schedules.
13. analyze and evaluate users' functional requirements.
14. review shop drawings and submittals for contract compliance.
15. interpret and administer contracts for construction, and/or operational services.
16. evaluate the qualifications of contractors.
17. maintain accurate records.
18. produce architectural/engineering working drawings, specifications and complete construction contract documents.
19. operate a keyboard to type reports, notices, correspondence, forms, documents, files, and other written communications.
20. establish and maintain automated and manual files for documentation purposes.
21. respond to emergency situations in an efficient and timely manner.
22. observe, record, and report unsafe working conditions.
23. use various builders' measuring devices (e.g. level, tape measure, scale and transit).
24. complete forms (e.g. purchase requisitions, purchase orders, performance evaluations).
25. move heavy objects in compliance with OSHA requirements.

MINIMUM QUALIFICATIONS:

Requires three (3) years as a Building Maintenance Technician and two (2) years of related education; or any combination of related education and experience in the assigned area (e.g. project management, contract administration, maintenance, etc.) to total six (6) years. Allowable education includes up to two (2) years of technical vocational training in construction methods,

architectural drafting or related field; or up to four (4) years of college courses in architecture, civil engineering, construction management or related field. Possession of a valid Arizona driver license.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 5, 1997

Classification Established: April 5, 1997
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FACILITIES MAINTENANCE TECHNICIAN
Class Code 3306

SUMMARY STATEMENT:

Under general direction, performs work of average to considerable difficulty in the journey-level performance of building maintenance to include the primary fields of electrical; heating, ventilation and air conditioning (HVAC); carpentry; plumbing, etc; and performs other tasks as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Identifies and corrects building and equipment problems by performing carpentry, electrical, plumbing, painting, and HVAC work to maintain buildings and equipment in safe condition, prevent degradation of state property and systems, and prevent failures that would cause reduction in service using hand, power and specialty tools.
2. Repairs, modifies, constructs, fabricates, installs and maintains building structures and equipment, (e.g. roofs, floors, walls, ceilings, foundations, generators, HVAC equipment, compressors, etc.) to provide safe conditions for employees, using various hand and power tools (e.g. roto rooter, snakes, welders, oxygen/acetylene torches, volt/ohm meters, ladders, etc.).
3. Replaces or updates inoperable or old building materials and appliances (e.g. motors, belts, pumps, window glass, sinks, doors, smoke alarms, cabinets, shelves, tile, light fixtures, filter systems, patios etc.) to provide a safe, comfortable working environment for employees using various tools and materials (e.g. welding equipment, ladders, power saws, hammers, drills, etc.).
4. Inspects facilities (e.g. houses, trailer, buildings, etc); equipment (e.g. fire safety, generators, compressors, etc.); systems (e.g. electrical, plumbing, power sources, etc.); and work of vendors to determine condition of facilities, safe operation of equipment, quality and safety of work, and scheduled maintenance using hand, power and specialty tools.
5. Repairs, replaces or installs plumbing systems and components (e.g. water, sewer and drain lines, valves, faucets, etc) in D.P.S. buildings and structures by using appropriate materials and tools (e.g. various types of piping, fittings, valves, tanks, pipe wrenches, cutters, adhesives etc.).
6. Documents work and purchase orders, travel claims, bids and material lists to account for materials purchased and time spent in completing work assigned by using a computer, FAX, copy machines, and authorized forms.
7. Repairs water, gas, electric or air pipes and lines in or under floors, walkways, and walls to repair leaks and breaks using cement materials and various hand, power or specialty tools.
8. Orders and stocks building supplies, materials and parts (e.g. evaporative motors, belts, hardware, paints, cooler pumps, bearings, fans, tools, plumbing parts, etc.) to replace materials consumed and assure their availability for assigned projects, scheduled maintenance, and emergency responses by contacting state vendors and ordering from catalogs.
9. Obtains telephone/written estimates and quotes of materials and equipment needed for repairs and the completion of job tasks using various forms.

10. Communicates orally and in writing to notify supervisor and user groups of conditions of building and equipment and scheduling dates for repairs using a computer and telephone.
11. Removes, relocates, repairs, installs and tests electrical equipment (e.g. switches, conduit wiring, receptacle lights, circuits, etc.) to maintain electrical power in D.P.S. buildings and structures, detect shorts and defective connections, and restore operation of non-functioning equipment using various hand, power and specialty tools, computers, blueprints and materials.
12. Paints various structures and equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.).
13. Recommends building modifications to improve or alter existing facilities by inspecting and evaluating conditions, recommending appropriate changes and providing the supervisor with a report of alternatives to meet D.P.S. standards and building codes.
14. Removes blockages to restroom/kitchen facilities to restore the flow and drainage of waste water and products using appropriate tools and materials (e.g. hand, electrical and sewer snakes, plunger, caustic chemicals and acids, etc.).
15. Plans and schedules corrective action and preventive maintenance to repair or modify defects and maintain operating condition of facilities and equipment using a computer and appropriate forms.
16. Assesses emergency lighting needs and equipment to allow for safe exit of personnel in emergencies using blueprints and plans.
17. Installs, repairs and maintains wood and metal windows, doors, locks and closures using various hand, power and specialty tools to ensure proper operation and security of D.P.S. facilities.
18. May be required to respond to 24-hour emergency calls for assigned work area to perform emergency building or equipment repairs during off-duty hours using a vehicle, telephone, hand, power and specialty tools and necessary materials.
19. Hangs, patches, textures and paints sheetrock and drywall to cover, repair or create various finishes on framed, existing, or damaged walls using various hand, power and specialty tools and materials (e.g. texture gun, taping knife, joint compound, tar, levels, etc.).
20. Oversees vendors and contractors to determine that work is correctly performed and completed in a timely manner, that the correct materials are utilized, and to assure that procedures meet state requirements by reviewing plans and specialized drawings and using work orders, estimates, and visual inspection.
21. Provides technical expertise to facilities personnel and outside contractors to assist them in understanding specific job requirements and in the planning for future expansion and projects by drawing or sketching diagrams and layouts and using blueprints, codes, and estimates.
22. Analyzes electrical circuits, wiring diagrams and drawings, and installs, repairs, calibrates, services or replaces electrical devices and systems, and power generation devices to prevent overload using an amp probe, recording meter and various hand, power, and specialty tools.
23. Provides direction, guidance and instruction to D.P.S. personnel and other vendors/contractors in the correct operation of equipment and materials used to complete required maintenance activities.

24. Installs conduits and wires to provide power for employees using various hand, power and specialty tools.
25. Installs vinyl composite and ceramic tile to construct, repair or replace floor or wall surfaces using various tools and materials (e.g. grout, trowel, level, chalk line, tile, cutter, square float, etc.).
26. Performs preventive maintenance on uninterrupted power supply systems, generators, and air compressors to maintain system operation and reliability to ensure uninterrupted power and continuous air supply to critical facilities, equipment and systems using appropriate hand, power and specialty tools (e.g. hydrometer, voltmeter, amp meter, digital keypad, etc.).
27. Prepares reports of inspections and labor and material estimates to apprise supervisors of conditions of property and equipment and materials needed for repairs using a computer and measuring devices.
28. Reconfigures, installs, positions, and remounts modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.
29. Repairs, modifies, and replaces damaged or missing parts to sheet metal fixtures and equipment (e.g. ducts, flues, metal cabinets, doors, covers, framing and skirting on trailers, etc.) to provide safe, efficient operation of equipment using various hand, power and specialty tools.
30. Replaces and repairs ceiling tiles and ceiling grid systems to correct damaged, stained or broken tiles using hand tools and saws.
31. Installs pipes for high pressure air systems to maintain a safe working environment using various hand, power and specialty tools.
32. Erects indoor modular power and telecommunication poles to provide power to employee work stations using various hand, power and specialty tools.
33. Installs signage on buildings and fences to identify buildings and direct traffic using various hand, power and specialty tools.
34. Installs, repairs or replaces appliances (e.g. refrigerators, ranges, hoods, etc) to maintain a safe, comfortable working environment for employees using various hand, power and specialty tools.
35. Welds various types of metal to repair or fabricate metal assemblies (e.g. racks, shelves, stands for equipment, etc.) using appropriate tools (e.g. cutting torch, arc and gas welder, high-speed disk, grinders, files, etc.).
36. Builds, repairs, and modifies office furniture using appropriate carpentry techniques and tools and materials (e.g. wood stains, various types of filling, studs, frames, etc.) to meet D.P.S. standards and building codes.
37. Assesses critical loads of power requirements to power sources and generators to determine user needs of electrical and/or backup power using load charts, calculator, amp and volt meters.
38. Adjusts and calibrates thermostats, pneumatic controls and HVAC and electric energy management systems to maintain a comfortable temperature for employees and proper equipment operation.
39. Trains co-workers to perform preventive maintenance and repair work on equipment, and produce monthly reports using technical manuals.

40. Performs general maintenance work (e.g. trims trees in parking lots, sweeps floors, hangs pictures, etc.) to maintain a clean, safe work area for employees using appropriate tools and materials.
41. Serves as acting supervisor in the absence of the supervisor.
42. Remains current on job specific expertise through various sources (e.g. trade publications and shows, vendor communication, etc.) to keep abreast of the latest technological developments and products to improve equipment reliability.
43. May be required to travel, including overnight stays, to various parts of the state in the performance of duties.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. estimating, costing, and ordering materials to complete work assignments.
2. evaporative coolers and their component parts (e.g. water pumps, motors, belts, pads, distributors).
3. Occupational Safety and Health Administration (OSHA) guidelines regarding safety practices.
4. local/state/federal building codes to perform building maintenance and repair work which will meet code requirements.
5. arithmetic to calculate amounts of materials needed and to measure materials to be laid out, cut, shaped, threaded, joined, etc.
6. the safety precautions and occupational hazards of electrical power testing and high voltage equipment.
7. electrical principles and theories.
8. local/state/federal plumbing codes to perform installation, maintenance, and repair work which will meet code requirements.
9. local/state/federal heating, ventilation and air-conditioning (HVAC) codes to perform installation, maintenance, and repair work which will meet code requirements.
10. the methods and techniques required in lifting, moving, stacking, storing, and protecting tools, equipment and materials.
11. local/state/federal electrical codes to perform installation, maintenance, and repair work which will meet code requirements.
12. of plumbing systems and operations.
13. proper use and hazards of chemical materials (e.g. paints, wood primers, roof coatings, caustic acids, etc.).
14. lighting fixtures including those for emergency egress routes.
15. applicable local/state/federal Environmental Protection Agency regulations to ensure compliance of work performed.
16. local/state/federal carpentry codes to perform installation, maintenance, and repair work which will meet code requirements.
17. local/state/federal laws and regulations governing the use of refrigerant in the regulated HVAC industry.

SKILL IN:

1. the correct selection and safe use of various applicable hand, power and specialty tools.
2. inspecting and determining repairs and replacements of materials and equipment.
3. correctly applying methods, practices, and procedures in preventative maintenance, inspection, repair, renovation, and minor construction of buildings and utilities.

4. accurately reading and interpreting blueprints, sketches and schematics as they relate to buildings and utilities services systems.
5. troubleshooting HVAC electronic or electrical systems to their component parts level.
6. testing electrical components and taking equipment readings with various tools and meters to determine appropriate repairs.
7. professionally brazing and/or soldering.
8. precisely operating gauges and testing equipment.
9. locating and repairing defects and abnormalities in electrical components.
10. the use of appropriate painting equipment.
11. operating heavy equipment (e.g. backhoe, trencher, forklift).
12. painting various surfaces.
13. performing installation, preventative maintenance, inspection, repair and replacement of various floor surfaces and coverings.

ABILITY TO:

1. follow safety standards in working with multiple services, tools, and equipment.
2. follow up and complete work orders.
3. respond to emergency situations in an efficient and timely manner to effect immediate repairs.
4. communicate orally with team members, co-workers, employees, contractors and vendors to obtain and provide useful information.
5. work individually or as a team member to complete work assignments satisfactorily.
6. be flexible in responding to changes in schedules and job priorities.
7. work with little supervision.
8. complete work in an efficient and timely manner.
9. move heavy objects in compliance with OSHA regulations.
10. establish and maintain effective working relationships with those contacted in the course of assignment (e.g. D.P.S. personnel, other agencies, vendors, the general public).
11. accurately sketch, read, and understand water, gas, electric, or air piping layouts.
12. observe, record, and report unsafe working conditions.
13. assist other trade personnel in their work.
14. travel, including overnight stays, as work load and schedule demands change.
15. communicate in writing with team members, co-workers, employees, contractors and vendors to obtain and provide useful information.
16. evaluate facility conditions to determine work needed.
17. distinguish frequencies and sounds, color codes and odors in the operation of equipment in order to troubleshoot for repairs.
18. act as liaison between facilities personnel and employees and contractors.
19. understand and prioritize work plans to complete assignments with quality work and in a timely manner.
20. write reports and other documents legibly.
21. learn the use of the state radio.
22. acquire additional skills to maintain technical competencies.
23. diagnose problems, input flow and/or drainage of plumbing systems and drains.
24. use miscellaneous office equipment (e.g. calculators, typewriters, computers, FAX machines, copiers, etc.).
25. apply leadership techniques for the purpose of demonstrating appropriate work methods.

26. work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments.
27. safely operate state vehicles and/or construction equipment in all weather conditions.
28. bend, crawl, and kneel to access areas requiring repair or installation.
29. join together metallic and non-metallic pieces to form conduits and raceways.

MINIMUM QUALIFICATIONS:
Requires three (3) years as a Facilities Maintenance Worker and possession of journey-level certification in area of assignment (or demonstrated journey-level proficiency); or six (6) years of commercial or institutional experience in the identified primary field (e.g. electrical, HVAC, carpentry, carpentry, plumbing, etc.) including two (2) years of experience in an additional building maintenance field (e.g. electrical, HVAC, carpentry, painting, plumbing, etc.), and possession of journey-level certification in area of assignment (or demonstrated journey-level proficiency). Education or technical training in a field related to building maintenance through a recognized trade union, technical school or equivalent, accredited college or university may substitute for up to two (2) years of the required experience. Possession of a valid AZ drivers license.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 5, 1997

Classification Established: April 5, 1997
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FACILITIES MAINTENANCE WORKER
Class Code 3305

SUMMARY STATEMENT:

Under close supervision, is responsible for performing routine building maintenance tasks and assisting Facilities Maintenance Technicians with the performance of building construction, maintenance and remodeling tasks in one or more fields (e.g. carpentry; electrical; heating, ventilation, and air conditioning (HVAC); plumbing, etc.); learns to perform tasks in other fields; and performs other tasks as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Gains job specific expertise through various sources (e.g. on-the-job training, trade publications, vendor publications and manuals, etc.) to become proficient in the identified primary field.
2. Installs insulation to building walls, ceilings and floors to provide sound and thermal barriers using various tools and materials (e.g. wire, knives, dust masks, etc.).
3. Installs attachments and accessories at user work stations to provide for ease of work using various hand, power, and specialty tools.
4. Inspects buildings and other structures to determine functional systems and detect malfunctions and needed repair making notes and recommendations using a pre-established check sheet.
5. Performs minor electrical maintenance to include but not be limited to replacement or repair of fixtures (e.g. wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
6. Performs minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.) to provide operable and efficient plumbing capabilities to Department personnel.
7. Performs minor painting, carpentry and masonry work (e.g. preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.) to provide operable and efficient facilities for Department personnel.
8. Assists in performing minor HVAC work (e.g. adjusting and calibrating thermostats, pneumatic controls and HVAC and electric energy management systems; installing pipes for high pressure air systems; repairing water, gas, electric and air pipes and lines in or under floors, walkways, and walls; etc.) to maintain a comfortable temperature for employees and proper equipment operation using various hand, power and specialty tools.
9. Assists in performing scheduled and "as needed" inspection and preventive maintenance on tools and equipment to maintain operability of the tools and equipment.
10. Confers with Building Maintenance Technicians and supervisor to discuss work processes and problems, the best techniques for various maintenance and repair needs, and receive counselling and instructions.
11. Attend work unit staff meetings to obtain and disseminate information and participate in discussions on appropriate resolutions to problems.

12. Reconfigures, installs, positions, and remounts modular offices and space (e.g. furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.
13. Prepares the surfaces and paints various structures and equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (e.g. sprayers, rollers, brushes, thinners, etc.).
14. Receives direction, guidance and instruction from Building Maintenance Technicians and Supervisor in the correct operation of equipment and materials used to complete required maintenance activities.
15. Replaces or updates inoperable or old building materials and appliances (e.g. motors, belts, pumps, window glass, sinks, doors, smoke alarms, cabinets, shelves, tile, light fixtures, filter systems, patios etc.) to provide a safe, comfortable working environment for employees using various tools and materials (e.g. welding equipment, ladders, power saws, hammers, drills, etc.).

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

SKILL IN:

1. the correct selection and safe use of various applicable hand and power tools.

ABILITY TO:

1. communicate orally with team members, co-workers, employees, contractors and vendors to obtain and provide useful information.
2. communicate in writing with team members, co-workers, employees, contractors and vendors to obtain and provide useful information.
3. work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments.
4. observe, record, and report unsafe working conditions.
5. follow safety standards in working with multiple services, tools, and equipment.
6. follow orders and complete work assignments with a minimum of supervision.
7. distinguish frequencies, sounds, colors and odors in the operation of equipment in order to troubleshoot for repairs.
8. read and interpret blueprints, sketches and schematics as they relate to buildings and utilities services systems.
9. apply methods, practices, and procedures in preventative maintenance, inspection, repair, renovation, and minor construction of buildings and utilities.
10. safely operate state vehicles and/or construction equipment in all weather conditions.
11. assist other trade personnel in their work.
12. learn the use of the state radio.
13. use miscellaneous office equipment (e.g. calculators, typewriters, computers, FAX machines, copiers, etc.).
14. learn quickly and retain knowledge in order to acquire additional skills and maintain technical competencies.

MINIMUM QUALIFICATIONS:
Requires any combination of related education and apprentice, trades helper or equivalent experience in building construction, maintenance and repair to total two (2) years. Allowable education includes technical training in a field related to building maintenance through a recognized trade union, technical school or equivalent; or college courses in a field related to building maintenance through an accredited college or university. Possession of a valid Arizona drivers license.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE OF APPROVAL: _____

EFFECTIVE DATE: April 5, 1997

Classification Established: April 5, 1997
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FACILITIES MANAGER – Class Code 3309

SUMMARY STATEMENT:

Under administrative direction, is responsible for work of considerable difficulty providing staff direction to multiple units including facilities planning, programming, design, construction and maintenance activities for statewide department grounds and facilities consisting of multiple buildings of various types (e.g. office buildings, housing units, laboratories): directly involved in contract and cost negotiations with government agencies, contractors, consultants, vendors and real estate firms; plans and develops policies and procedures, budget, programs and reports; reviews contract documents. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Manages and directs the facilities section units (planning and administration, design and constructions, and maintenance) to provide and maintain adequate facilities and a safe and comfortable environment statewide for Department employees to work and live in and, for those Department employees living in remote housing, to live in using computer, calculator, engineer and architect's measuring devices, estimating manuals, procurement guidelines, trade literature, trade memberships, and Building Owners' and Managers' Association standards.
2. Develops programs, practices, procedures, and budget for assigned section to provide effective, efficient and safe methods of operation using computer, calculators, engineer and architect's measuring devised, estimating manuals, procurement guidelines, trade literature, trade memberships, and Building Owners' and Managers' Association standards.
3. Conducts or attends meetings to obtain or disseminate information regarding assigned work unit issues and programs.
4. Present information and consults with high level officials (e.g. executive staff, other agencies, legislature, etc.) on overall facilities needed or activities requiring funding and approval to proceed.
5. Serves as chief negotiator for all major activities regarding property purchases, leases, architectural and engineering contracts, etc. to enable the state and Department to obtain the best value for the least amount of funds using expertise and miscellaneous office equipment.
6. Manages design and construction of major projects to develop a project team and assure cost and quality efficiency or to review and sign contract change orders.
7. Evaluates qualifications of architects, engineers, contractors, real estate/property owners and developers to ensure quality work is performed.

KNOWLEDGES, SKILLS, AND ABILITIES

KNOWLEDGE OF:

1. the principles and practices of architecture, construction and maintenance of buildings.

2. the principles and practices of management (e.g. budgeting, procurement, personnel, communication, time management).
3. laws, codes, regulations and statutes relating to construction and/or maintenance of buildings.
4. interviewing techniques for the purpose of recommending staff selections.

SKILL IN:

1. budget and capital investment expenditure planning.
2. exercising effective administrative and technical supervision over a professional and technical staff.
3. preparing and administering a budget.
4. communicating orally in a positive and productive manner with high level officials (e.g. executives, legislators(, managers, peers, subordinate staff, vendors, users and the general public.
5. communicating in writing in a position and product manner with high level officials (e.g. executives, legislators), managers, peers, subordinate staff, vendors and users.
6. establishing and maintaining effective working relationships with high level official (e.g. executives, legislators), managers, peers, subordinate staff, vendors and users.
7. negotiating (e.g. contracts, quotes, construction costs/terms, feed, professional services).
8. effectively coordinating personnel and resources on various projects.
9. resolving complex planning problems.

ABILITY TO:

1. manage, oversee, and prioritize multiple technical projects.
2. develop policies and procedures.
3. look at complex problems, develop criteria, analyze and apply information as short-term creative design solutions or long-term planning issues.
4. develop and adhere to schedules.
5. be flexible in responding to changes in schedules and job priorities.
6. evaluate bids from, and the qualifications of, contractors.
7. interpret building and safety codes.
8. identify and utilize all available resources.
9. manage, provide direction, assign tasks and ensure the work product is accurate and complete.
10. evaluate subordinates= work quality to complete performance appraisals, identify areas needing improvements, and recommend training.
11. plan, develop and install new sites, facilities and buildings.
12. develop short and long term plans.
13. establish priorities to meet deadlines.
14. develop, administer and monitor various program (e.g. preventive maintenance,
15. maintenance management, capital improvement, building renewal).

MINIMUM QUALIFICATIONS:

Three (3) years of experience as a Facilities Supervisor; or any combination of related education and construction management experience including maintenance, programming, planning, design, security, and contract administration to total ten (10) years. Five (5) years of the experience must have been in a supervisory capacity. Allowable education includes up to four

(4) years of college courses from an accredited college or university in architecture, civil engineering, construction management or a related field.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 5, 1997

Classification Established: April 5, 1997
Revision Date(s): July 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FACILITIES SUPERVISOR – Class Code 3308

SUMMARY STATEMENT:

Under general direction, is responsible for work of considerable difficulty in supervising a unit within the Facilities Section (design and construction, planning/administration/security, maintenance, etc); and performs related work as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Supervises assigned unit to provide timely technical and professional services for the Department, ensure efficient daily operation of functions, and ensure adherence to applicable local/state/federal laws and Department policies/procedures using computer, miscellaneous office equipment, and reference material.
2. Develops specifications, obtains cost estimates, evaluates proposals and bids, selects vendors, recommends acceptance, and monitors contract compliance for Requested Facilities Work (RFW), Requests for Quotation (RFQ), work orders, purchase order requests, sole source and competitive proposals, service agreements and contracts in order to determine and obtain the best vendors, materials and services (e.g. Uninterrupted Power Supply (UPS) system, UPS battery system, water backflow prevention devices) using Department user groups, appropriate forms, computer and miscellaneous office equipment.
3. Composes written documents (e.g. memos, reports) independently, on a variety of subjects, to produce accurate documents using a computer.
4. Designs buildings, sites, interior suite layouts, modular furniture layouts, miscellaneous structures and details in order to provide a comfortable work environment for employees and a comfortable living environment for employees living in state housing using architectural/engineering reference books/publications, building and safety codes, computer, AutoCad and word processing software and various drafting tools/supplies.
5. Prepares Invitations for Bid (IFB), Requests for Quotation (RFQ), Requests for Proposals (RFP), and formal bid specifications and documents in order to procure services, supplies, equipment, tools and materials for various construction projects using computer, miscellaneous office equipment, AutoCad software and drafting instruments.
6. Administers projects as a result of various programs (e.g. DPS Capital Improvement Plan and Building Renewal Program) by ensuring funds are requested for specific projects, construction documents are developed and submitted for bid, construction improvements are completed, and project reports are developed using previous years allocation, current year s funding guidelines, building renewal legislation and Department of Administration General Services directives.
7. Administers contracts (e.g. architectural, engineering, construction) to assure that the Department is receiving the professional services agreed upon in the contract using computer and miscellaneous office equipment.
8. Authorizes approval of requisitions, purchase orders, receiving reports and vendor invoices in order to verify receipt of goods and services and authorize payment to vendors using calculator and miscellaneous office equipment.

9. Conducts or attends meetings to obtain or disseminate information regarding assigned work unit issues and programs.
10. Tracks unit expenditures to ensure spending is within allocated budget using computer and miscellaneous office equipment.
11. Documents project status in order to report progress to management and to provide backup material for invoice approval and contract compliance using computer, miscellaneous office equipment, construction cost manuals, architectural/engineering reference books/publications, building and safety codes.
12. Evaluates Requested Facilities Work (RFW) requests to provide recommendations for requested improvements/modifications to Department facilities including cost estimates, designs, and scope of work using computer, miscellaneous office equipment, AutoCad software, construction cost manuals, architectural/engineering reference books/publications, building and safety codes, computer, AutoCad and word processing software, and various drafting tools/supplies.
13. Inspects construction projects to assure contractors conformance with schedules and contract documents related to all building and safety codes.
14. Conducts feasibility studies to determine cost and impact of project using computer and miscellaneous office equipment, AutoCad software, and construction cost manuals.
15. Reviews and approves invoices from vendors to assure correct billing and prompt payment using computer and miscellaneous office equipment.
16. Develops unit strategic plan and assists in development of section strategic plan to provide long range direction for improvement of unit/section/bureau operations using previous years plan, current Department needs, computer, and miscellaneous office equipment.
17. Coordinates between assigned unit and other units, sections and bureaus in order to meet deadlines and complete facilities projects to maintain, modify, repair and improve statewide properties using subordinate staff, other staff members, Department user groups, computer, and miscellaneous office equipment.
18. Develops and updates unit/section policies and procedures to ensure efficient and effective operation of unit/section.
19. Conducts and attends meetings to exchange information regarding issues, programs and projects.
20. Prioritizes incoming assignments to assure accurate and timely completion of work.
21. Schedules projects to make effective use of time and to keep management and user groups abreast of project status using computer, electronic mail system and miscellaneous office equipment.
22. Develops unit budget in order to provide adequate and efficient utilization of allocated funding and to assist with annual section budget using previous years allocation, current year funding guidelines, catalogs, estimating manuals, computer and miscellaneous office equipment.
23. Establishes costs and prioritizes short and long term capital improvement and building renewal projects in order to provide all employees with a safe and comfortable working and remote housing living environment through subordinate trade staff and using computer, miscellaneous office equipment, local, state, OSHA and multi-functional building trades codes.
24. Develops formal bid contract documents to provide vendors with documents to facilitate bidding and construction of projects using architectural/engineering reference books and

publications, building and safety codes, computer, AutoCad and word processing software, and various drafting tools/supplies.

25. Evaluates proposals, bids, contracts and performance in order to enable the Department to obtain the best value for allocated funds and conform with contract documents using state procurement code, computer and word processing software.
26. Prepares requisitions to initiate purchase orders for procurement of services, supplies, materials, tools and equipment to support unit functions using miscellaneous office equipment.
27. Oversees Department maintenance unit staff and contract vendors when they are constructing building projects in-house to ensure projects progress according to time schedule, building plans and building codes using computer and miscellaneous office equipment.
28. Procures services, supplies, materials, tools and equipment to support unit functions using miscellaneous office equipment, appropriate forms and computer.
29. Establishes and monitors unit performance measures, goals, objectives and priorities for assigned personnel in order to provide efficient and effective services using management principles/practices, computer and miscellaneous office equipment.
30. Plans and develops programs (e.g. DPS Capital Improvement Plan and Building Renewal Program) in order to provide the Department with long-range planning for new and existing facilities, maintenance of existing facilities and legislative funding for these activities using computer, reports of pertinent information tracked, cost estimating manuals, and building surveys.
31. Negotiates architectural and engineering contracts to enable the state and Department to obtain the best value for the least amount of funds using computer and miscellaneous office equipment.
32. Manages unit’s capital equipment inventory to verify physical presence of capital equipment using appropriate forms, computer and miscellaneous office equipment.
33. Evaluates employees' work performance to advise of the requirements and expectations of the position and provide feedback.
34. Manages design or construction of major projects to develop a project team and assure cost and quality efficiency or to review and sign contract change orders.
35. Administers the Department's American's with Disabilities Act (ADA) Title II compliance program by ensuring new project design documents are in compliance with the ADA, surveying existing structures to evaluate current conditions, developing alternatives to reach compliance standards, ensuring funds are requested, obtained and administered to make improvements, and ensuring effective use of funds using ADA Federal Regulations, design standards, cost estimating materials, computer and appropriate forms.
36. Remains current on job expertise by attending conferences and educational seminars.
37. Interviews prospective employees to select the best qualified candidates for vacant positions within the work unit.
38. Monitors energy management programs to ensure that facilities operations are efficient and effective using appropriate forms, computer and miscellaneous office equipment.
39. Administers Department's Requested Facilities Work (RFW) program in order to provide a procedure for Department personnel to request additions and modifications to facilities using computer, reports of pertinent information tracked, cost estimating manuals, and appropriate Department forms.

40. Develops formal requests to obtain approvals for non-standard procurement procedures and funding for ADA, building renewal, emergency and state insurance related issues using computer and miscellaneous office equipment under direction of facilities manager, state procurement code, state risk management and Department of Administration General Services**.**
41. Serves in absence of facilities manager to ensure the efficient operation of section.
42. Evaluates qualifications of architects, engineers, contractors, real estate/property owners and developers to ensure quality work is performed.
43. Serves as chief negotiator for all major activities regarding property purchases, leases, architectural and engineering contracts, etc. to enable the state and Department to obtain the best value for the least amount of funds using expertise and miscellaneous office equipment.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the principles and practices of architecture, construction and maintenance of buildings.
2. the principles and practices of management (e.g. budgeting, procurement, personnel, communication, time management).
3. laws, codes, regulations and statutes relating to construction and/or maintenance of buildings.
4. building and safety codes (e.g. Uniform Building Code, Uniform Mechanical Code, OSHA Standards).
5. building construction, materials, methods, standards and trade practices.
6. the architectural programming, planning, design, and preparation of specifications and construction drawings.
7. methods, materials, tools and equipment used in building construction, maintenance and operation.
8. various market values related to design construction, construction cost, property cost, lease cost, remodeling cost, grounds keeping cost, maintenance cost, and specialty systems (e.g. uninterrupted power systems, mechanical, electrical, plumbing)
9. the principles and practices of architects, engineers and contractors.
10. facilities policies/procedures.
11. Title II of the Americans with Disabilities Act.
12. the principles and practices of architectural and engineering design/drafting.
13. building standards publications (e.g. American Standards and Testing Material, Building Cost Estimating, Architectural Graphics Standards).
14. the principles and practices of management to provide direction, guidance, oversight and evaluation of performance for subordinate staff.
15. contract administration necessary for architectural projects.
16. applicable procedures for formal bid processes.
17. state procurement code.
18. specialized building systems (e.g. fire suppression, uninterrupted power supply, hardware, security, communications).
19. standard conditions and agreements (e.g. State Owner-Architecture Contracts, State Owner-Contractor Contracts and General Conditions.
20. applicable Department General Orders.
21. budget and capital investment expenditure planning.

22. current construction market conditions.
23. Department organizational structures.
24. Department employee performance appraisal manual.

SKILL IN:

1. communicating orally in a positive and productive manner with managers, peers, subordinate employees, vendors, users, and the general public.
2. communicating in writing in a positive and productive manner with managers, peers, subordinate employees, vendors, users, and the general public.
3. exercising effective administrative and technical supervision over a professional and technical staff.
4. establishing and maintaining effective working relationships with high level officials (e.g. executives, legislators), managers, peers, subordinate staff, vendors and users.
5. preparing and administering a budget.
6. communicating in writing in a positive and productive manner with high level officials (e.g. executives, legislators, managers, peers, subordinate staff, vendors, users, and the general public.
7. budget and capital investment expenditure planning.
8. reviewing and evaluating technical proposals and contracts.
9. effectively coordinating personnel and resources on various projects.
10. negotiating (e.g. contracts, quotes, construction costs/terms, fees, professional services).

ABILITY TO:

1. be flexible in responding to changes in schedules and job priorities.
2. manage, oversee, and prioritize multiple technical projects.
3. develop and adhere to schedules.
4. interpret building and safety codes.
5. maintain accurate records.
6. interpret written and oral instructions.
7. look at complex problems, develop criteria, analyze and apply information as short-term creative design solutions or long-term planning issues.
8. analyze users building requirements, develop plans and move a project through the design and construction phases.
9. evaluate building design, construction techniques, and related cost factors.
10. exercise effective contract administration.
11. interpret and administer contracts for construction.
12. evaluate bids from, and the qualifications of, contractors.
13. develop policies and procedures.
14. review shop drawings and submittals for contract compliance.
15. review requests for payment from architects, engineers and contractors to ensure accuracy and legitimacy of claims.
16. climb ladders and scaffolding for purposes of inspections.

MINIMUM QUALIFICATIONS:

Requires two (2) years of experience as a Facilities Coordinator; or any combination of related education and experience in the assigned area (e.g. design and construction, facilities planning

and administration, facilities maintenance, etc.) to total eight (8) years. Two (2) years of the experience must have been in a lead or supervisory capacity. Allowable education includes up to two (2) years of technical vocational training in construction methods, architectural drafting or related field; or up to four (4) years of college courses in architecture, civil engineering, construction management or related field. Architectural registration may be required. Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 5, 1997

Classification Established: April 5, 1997
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FINANCIAL SERVICES MANAGER – Class Code 4209

SUMMARY STATEMENT:

Responsible for the management and administrative responsibilities of the Department's Financial Services Bureau. Work includes the planning, development and implementation of the activities in the areas of payroll, accounts payable, accounts receivable, travel, grants administration, procurement and logistics.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Plans and manages the operations and activities of the Department's financial services functions including general ledger, payroll, accounts receivable, accounts payable, grants administration, fixed asset accounting, procurement and logistics; establishes work priorities and assignments; sets performance goals and objectives; monitors and evaluates financial and procurement operations; and implements changes to improve efficiency and accuracy.
2. Supervises the work unit and personnel, which includes: interviewing prospective employees; providing and/or recommending training; coordinating, scheduling and assigning work product; establishing performance measures, goals, objectives and priorities; evaluating work performance; providing feedback, direction and guidance; keeping personnel abreast of new or revised information; answering questions; and recommending and/or implementing personnel actions. Prioritizes and assigns tasks and projects to staff; tracks and reviews work progress.
3. Participates in the formulation, interpretation and administration of financial, budget, and procurement policies and procedures; develops, evaluates, and implements internal controls.
4. Establishes and administers agency wide training program for standardized financial and procurement functions.
5. Manages the annual financial audit process and production of the Comprehensive Annual Financial Report (CAFR)
6. Interprets and implements new financial standards and ensures compliance with generally accepted accounting principles.
7. Responds to questions and requests for information from employees, managers, and the general public; explains and interprets financial policies, procedures and regulations; and resolves complaints and issues which cannot be addressed by subordinate staff.
8. Represent the Department at Chief Financial Officer (CFO) Council meetings and HRIS Strategic Oversight Committee meetings.
9. Reviews accounting activities, transactions, and reconciliations to ensure accuracy and compliance with state, federal and local regulations and with generally accepted accounting principles.
10. Reviews, analyzes and approves final reports, transactions and statistical data; identifies discrepancies; and initiates and/or implements corrective actions to resolve discrepancies and correct errors.
11. Provides guidance and assistance in the resolution of difficult financial issues; interprets and resolves financial problems identified by staff, auditors or other departments.

12. Coordinates the preparation for and implementation of new information systems and/or accounting system changes; coordinates activities with other departments and staff; and provides status reports and updates.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. generally accepted accounting principles.
2. federal, state, county and local laws, codes and regulations applicable to governmental accounting and financial administration.
3. principles and practices of governmental accounting and financial administration.
4. computerized financial systems.
5. modern office procedures and practices, including record keeping and data security methods and techniques.
6. the principles of proper English sentence structure, spelling, grammar and punctuation.
7. principles and practices of supervision.
8. personal computer software and operating programs.

SKILL IN:
1. the use of computers, software and applications.
2. mathematical and financial calculations.

ABILITY TO:
1. analyze and interpret fiscal and accounting records, and prepare clear and concise financial and administrative reports.
2. evaluate information prepared by subordinate staff.
3. comprehend complex contract and grant agreements.
4. interpret information and make decisions in accordance with laws, regulations and policies.
5. perform detailed work with a high degree of accuracy.
6. establish and maintain effective working relationships with those contacted in the course of the assignment.
7. communicate effectively verbally and in writing.
8. set short- and long-range plans or goals for programs or projects.
9. supervise, train and develop staff.
10. exercise independent initiative and judgment.
11. perform arithmetical computations quickly and accurately.
12. review or check the work products of others to ensure conformance to standards.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office Setting.

ADDITIONAL REQUIREMENTS:
May be required to possess and maintain a valid Arizona driver license.

MINIMUM QUALIFICATIONS:
Requires a bachelor's degree from an accredited college or university in accounting, finance, or other closely related field and five (5) years experience in governmental accounting with a

minimum of three (3) years in a supervisory/managerial role; OR eight (8) years of progressively responsible experience in governmental accounting with a minimum of three (3) years in a supervisory/managerial role.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: August 21, 2006

Classification Established: August 21, 2006
Revision Date(s):

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FINANCIAL SERVICES SPECIALIST – Class Code 4204

SUMMARY STATEMENT:

Responsible for a variety of highly responsible general accounting functions for all areas of the Department to include accounts payable, travel, and transfer/deposits of funds. Responsibilities include preparing financial documents for payment or for depositing, transferring and categorizing funds; monitoring and tracking financial information; administering support functions for all aspects of employee travel; maintaining accurate records and files and resolving problems occurring within the assignment. Supervision is received from an Administrative Supervisor. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Prepares and/or processes financial documents or travel claims in order to pay vendors for purchases or services rendered or reimburse employees for travel expenses.
2. Verifies daily cash deposits received from several Department sections and prepares daily deposits for submission to the State Treasurer's Office.
3. Inputs requisition information into statewide financial system in order to produce purchase order hard copies.
4. Coordinates airline reservations, car rentals, and lodging reservations with state contracted travel agency for employees traveling on state business. Ensures appropriate management approvals have been obtained prior to coordinating travel arrangements. Prioritizes a high volume of travel requests and claims to ensure lowest airfares available and timely reimbursement of employee travel funds.
5. Prepares and classifies transfers of funds between agencies and cost centers within the Department.
6. Enters transfers, claims, deposits and/or travel data information into/from the statewide financial system accounting system. Establishes vendor numbers for employees and updates changes of addresses when requested. Batch processes both intra and inter departmental transfers.
7. Communicates orally and in writing with vendors, DOA personnel, budget/grant coordinators, and various other Departmental personnel in order to resolve and reconcile problems, notify appropriate personnel of any changes, interpret and explain travel policies, and provide information regarding the DPS financial system and proper coding of financial documents.
8. Audits financial documents, travel claims, and transfer and deposit documents to ensure they meet DOA Accounting Manual and travel policies, Department General Orders and Generally Accepted Accounting Principles.
9. Researches and reconciles billing discrepancies to ensure the accuracy of payments. Researches invoices to determine the appropriate budget unit for payment. Researches, analyzes and resolves posting errors that occur in the Uniform Statewide Accounting System.
10. Prepares and processes journal vouchers to invest/divest seized and forfeited funds.
11. Develops and maintains computerized spreadsheets to track information such as revenues deposited into the Highway Patrol Fund, vehicle titles, NSF checks. Reconciles financial reports and records to verify monies deposited.

12. Processes applications, account changes and cancellations for Diners Club credit cards.
13. Tracks open purchase orders to ensure total funds expended do not exceed funds encumbered.
14. Directs calls and distributes mail within the Finance Section.
15. Verifies accuracy of the data entry function by comparing printed warrants against the claims prior to distribution. Edits daily automated purchase order file to correct errors and generate printing of Department purchase orders.
16. Establishes, updates and maintains manual and automated filing systems for confidential and administrative files to satisfy audit requirements and to track information.
17. Delivers and retrieves financial data to and from various state agencies using a state vehicle on a daily basis.
18. Evaluates and makes recommendations regarding procedural changes in adherence to DOA accounting rules and State accounting guidelines.
19. Issues control numbers and maintains a paper trail of condemned and transferred fixed assets and equipment to state surplus property.
20. Represents the Department at State Travel Coordinator meetings to remain current on DOA travel policies and procedures.
21. Participates in the review and revision of travel and financial related General Orders to ensure compliance with DOA travel policies.

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KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. primary financial records (i.e. payables, receivables, expenditures, revenues, and financial statements).
2. basic mathematical calculations (i.e. addition, subtraction, multiplication, division and percentages).

SKILL IN:

1. the use of office equipment (including a computer, calculator, telephone, typewriter, fax machine, copier).

ABILITY TO:

1. adhere to high standards of confidentiality and honesty.
2. review, proofread, and verify forms and financial documents for accuracy in calculation, coding and adherence to policies and procedures.
3. research and reconcile inaccuracies and errors in financial documents.
4. work independently with minimal supervision.
5. plan, organize, and carry out work in a timely and efficient manner.
6. establish and maintain effective working relationships with those contacted in the course of assignment, such as other department employees, management, vendors and other government agency employees.
7. read, comprehend and interpret written materials of moderate difficulty.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Office setting.

MINIMUM QUALIFICATIONS: Requires two (2) years of general accounting experience; accounting or related courses from an accredited college or university may substitute for up to one (1) year (i.e. 30 semester hours) of the required experience.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status – Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: June 21, 2000

Classification Established: January 27, 1995
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FINGERPRINT IDENTIFICATION SUPERVISOR
Class Code 6204

SUMMARY STATEMENT:

Plans, organizes, reviews and coordinates the activities of employees involved in fingerprint classification, comparison, and identification, either manually or via the Arizona Automated Fingerprint Identification System (AZAFIS), and in taking fingerprint impressions and validating AZAFIS transactions initiated by all other AZAFIS sites throughout Arizona. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Supervises the fingerprint function and personnel, which includes: interviewing prospective employees; providing and/or recommending training; coordinating, scheduling and assigning work product; establishing performance measures, goals, objectives and priorities; evaluating work performance; providing feedback, direction and guidance; keeping personnel abreast of new or revised information; answering questions; and recommending and/or implementing personnel actions.
2. Supervises, monitors and directs the use of the AZAFIS equipment to ensure 24 hours per day service of searching and comparing fingerprints for classification and identification.
3. Assists section management and staff in carrying out the responsibilities of the AZAFIS section by overseeing the AZAFIS and Livescan/Scan agency community in their needs; assists in problem-solving and answering questions.
4. Coordinates training for various criminal/non-criminal justice agencies throughout the state in the techniques of taking good fingerprints.
5. Acts as a Department liaison/representative to other agencies, associations, committees, Department personnel or the public in order to coordinate services, resolve problems, interpret laws that govern dissemination of fingerprint information, supply results of ten-print or latent print searches, and facilitate the flow of information regarding AZAFIS.
6. Provides technical assistance in resolving errors in fingerprint records, or in deletion or modification of AZAFIS records.
7. Assists in administering the unit budget to monitor expenditures and address the needs of the unit.
8. Prepares and/or verifies statistical reports and correspondence for accurate information submitted to management and other agencies.
9. Administers certification testing (e.g., terminal operator, ten-print operator, latent print) to unit personnel to ensure compliance with state and federal laws and policies regarding criminal information dissemination and fingerprinting.
10. Maintains current knowledge of federal, state, AZAFIS, and Department rules, regulations, policies, procedures and statutes governing security and privacy of record information.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. fingerprint pattern interpretation for ten-prints/latent process.
2. the techniques for taking fingerprints and palmprints.

3. state and federal laws and regulations governing custody of security and privacy of record information.
4. records management systems (automated and manual files).
5. the research and interpretive practices employed in the acquisition and dissemination of criminal history information.
6. effective listening techniques.
7. basic accounting principles to administer various funds, process financial documents or make budget recommendations or forecasts.
8. business English, spelling, grammar and punctuation required to produce and proofread moderate to complex written documents.
9. modern office practices, procedures and equipment to perform office functions in an efficient manner.

SKILL IN:
1. the use of computer keyboard devices.
2. the use of computer software programs.
3. the use of automated fingerprint identification system and Livescan equipment.

ABILITY TO:
1. effectively communicate orally and in writing with all levels.
2. establish and maintain effective working relationships with those contacted in the course of assignment.
3. organize, prioritize and perform multiple tasks.
4. work under minimal supervision and make independent decisions.
5. conduct research, gather information and analyze a wide variety of data and statistics.
6. complete assignments within a stringent deadline.
7. identify problems, analyze alternatives and develop feasible recommendations.
8. set short- and long-range plans or goals for unit and projects.
9. interpret and apply moderately difficult to complex written information.
10. research and reconcile inaccuracies in documents.
11. make presentations to small and large audiences.
12. calculate mathematical problems involving addition, subtraction, multiplication and division.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.
May be required to move up to 55 pounds for distances of up to 10 feet.

ADDITIONAL REQUIREMENTS:
Shift work may be required.
Must obtain Arizona Criminal Justice Information System (ACJIS) Terminal Operator Certification (TOC) and AZAFIS Certification within six months of hire, and maintain both certifications throughout the course of this assignment with the Department.

MINIMUM QUALIFICATIONS:
Requires graduation from an FBI Fingerprint Classification School **OR** course work in the area of fingerprint identification, criminalistics and evidence technology and two (2) years experience in fingerprint identification work, one (1) year of which must be in automated fingerprint identification system operations. An Associate Degree in criminal justice or Associate of

Applied Science Degree in administration of criminal justice/evidence technology or related field may substitute for one (1) year of the required experience.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: January 3, 1998
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FINGERPRINT TECHNICIAN – Class Code 6203

SUMMARY STATEMENT:

Responsible for a variety of fingerprint duties, including the acquisition, classification, searching, comparison, identification and filing of fingerprints, either manually or via Arizona Automated Fingerprint Identification System (AZAFIS) processes; takes fingerprint impressions. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Acquisitions essential demographic information, blocking and fingerprint images into AZAFIS to establish or update an Arizona Computerized Criminal History (ACCH) and/or FBI record, using a barcode printer, and the AZAFIS full function and ISII Imaging System scanner workstations.
2. Compares fingerprint data (e.g., skeleton, core and axis, bifurcations, type lines, deltas, etc.) to determine positive identification of individuals, using fingerprint magnifier, AZAFIS full function scanner workstation, verification station and fingerprint cards.
3. Provides technical assistance and instruction to the Criminal Justice and non-Criminal Justice public regarding
4. fingerprint techniques in order to maximize quality of data and accuracy of identification.
5. Performs routine AZAFIS and manual file maintenance, such as identifying and consolidating duplicate records, posting and deleting flags, or upgrading/enhancing image data, using AZAFIS full function scanner workstation, verification station, master arrest fingerprint card Power Files and fingerprint magnifier.
6. Releases information to and obtains information from authorized DPS personnel and other law enforcement agencies as directed, using a personal computer, Optical Print and Photo Imaging subsystem (OPPIS), high-resolution facsimile machine and other standard office equipment.
7. Validates information entered into AZAFIS; researches and corrects data entry errors in order to safeguard the quality and integrity of the AZAFIS, ACCH and FBI databases.
8. Classifies fingerprints by analyzing and blocking pattern types using the science and techniques of fingerprints and the Henry fingerprint classification system.
9. Fingerprints suspects and applicants to obtain quality ten-print cards for the purpose of establishing or verifying identity, using standard fingerprint equipment and supplies, or automated Livescan devices.
10. Maintains current knowledge of federal, state, AZAFIS, Department rules and regulations, policies and procedures, and statutes governing security and privacy of record in`formation, in order to process and manage information accurately and appropriately.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. standard fingerprint classification methods and practices to classify and identify fingerprints.

2. modern office practices, procedures and equipment to perform office functions in an efficient manner.

SKILL IN:
1. the use of computer keyboard devices.

ABILITY TO:
1. analyze minute similarities and differences of fingerprint images to establish identity of individuals.
2. take fingerprint impressions for the purpose of obtaining quality ten-print cards or automated Livescan fingerprint records.
3. effectively communicate orally and in writing.
4. make decisions based on analysis of detailed visual images.
5. learn extensive statutes, rules, regulations, policies and procedures pertaining to the use and management of information related to fingerprints and criminal history records.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.
May be required to move up to 55 pounds for distances of up to 10 feet.
May be required to sit for extended periods of time, concentrating on highly detailed visual images.

ADDITIONAL REQUIREMENTS:
Must obtain ACJIS and AZAFIS TOC within 6 months of hire, and maintain both certifications throughout the course of this assignment with the Department.
May be required to testify at legal hearings and/or in court proceedings.
Holidays, weekends and shift work may be required.

MINIMUM QUALIFICATIONS:
Requires graduation from a FBI Fingerprint Classification School **or** course work in the area of fingerprint identification, criminalistics and evidence technology **or** one (1) year of experience working in a law enforcement agency's criminal records, information or identification section.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: March 28, 1996
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FISCAL/PLANNING OFFICER – Class Code 4211

SUMMARY STATEMENT:

Responsible for accounting and budgetary functions, financial systems and records to ensure compliance with applicable laws, policies and regulations; implements fiscal provisions; performs administrative duties; and develops and analyzes program plans, recommending and coordinating changes. Performs other duties as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Conducts financial and operational compliance audits on grant recipients. When necessary, receives funds determined to be non-allowable by audit.
2. Creates and maintains plans, records and files based upon analysis of research information, which identify funding obligations and limitations for law enforcement agencies, state agencies and jurisdictions within Arizona.
3. Provides administrative and supervisory assistance (writing reports, researching and analyzing information, strategic planning, etc.) to management.
4. Reviews, analyzes and modifies all grant contracts in order to ensure compliance with applicable laws, polices and regulations.
5. Reviews and analyzes contract status and expenditure reports against all funds.
6. Compiles reimbursement reports, vouchers and letters of credit in order to initiate payments to grantees.
7. Reviews, approves, and processes vouchers for funding which indicate expenditures and balances in order to provide an audit trail.
8. Prepares monthly reconciliation to the financial statements.
9. Prepares the budget by analyzing accounting data and reports, including reconciling state and federal fiscal years.
10. Completes applications for, and monitors grant funds for the state highway safety programs.
11. Represents the state at regional training conferences.
12. Reviews all purchase orders, travel claims and requisitions, and completes Personnel/Position Action Request (P/PAR) forms as directed.
13. Manages, coordinates and maintains Department of Justice federal grant programs, as well as other funding sources, and multiple federal contracts.
14. Creates, implements and maintains forms for use by grantee agency personnel in the federal contract processes.
15. Creates and maintains records and files (i.e. personnel, capital inventory, fiscal and property reports, etc.).
16. Coordinates staff training programs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. principles, practices and applications of auditing and accounting methods and techniques.

2. grant procedures.
3. planning and research principles and practices.
4. records management techniques.

SKILL IN:
1. oral and written communications.
2. use of computers and software to utilize spreadsheets, word processing, and database programs.
3. mathematical computations.

ABILITY TO:
1. identify problems, research information, analyze alternatives and develop viable plans and solutions.
2. establish and maintain effective working relationships with those contacted in the course of assignment.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
May be required to supervise professional and clerical employees**.**
Office setting.

MINIMUM QUALIFICATIONS:
Requires any combination of professional auditing and planning experience and related education (e.g. accounting, finance, business, etc.) from an accredited college or university to total four (4) years.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully completion of the examination process.
FLSA status – Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 1, 2000

Classification Established: June 2, 1995
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FIXED WING PILOT I – Class Code 1237

SUMMARY STATEMENT:

Operates single- and multi-engine airplane for transport of Department staff and Governor, and for airborne surveillance in traffic and criminal enforcement operations for the Department of Public Safety and other law enforcement agencies, as required. Performs related duties as assigned. This is a competitive classification which may be held in either sworn or civilian status.

ESSENTIAL FUNCTIONS (not intended to all inclusive):

1. As pilot in command, operates single- and multi-engine airplane in support of public safety missions, including transport, surveillance, patrol, pursuit, search and rescue, medical evacuations and aerial photography. Performs the specialized maneuver of mountain flying.
2. Evaluates requests for air support.
3. Schedules flight plans in connection with flight missions.
4. Inspects, tests and maintains aircraft and all mission-related equipment.
5. Cleans aircraft, unit quarters and hangar.
6. Performs pre- and post-flight inspections.
7. Plans flights, loads passengers, baggage and cargo, and analyzes weather conditions.
8. Maintains logs and records, as required, and prepares written reports.
9. Operates aircraft tug, tractor, and/or ground handling equipment.
10. Coordinates pilot training programs and maintains training records.
11. May exercise full peace officer authority**,** if AZPOST certification is obtained.
12. May provide security for passengers.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

1. weather systems regarding aircraft operations.
2. aircraft systems and operations, aerial navigation and maintenance regarding normal operating procedures, limitations, emergency procedures.
3. Federal Aviation Administration Regulations, Arizona Revised Statutes, Departmental General Orders, Aviation Bureau Standard Operating Procedures and Aviation Unit Special Procedures.
4. aircraft ground handling procedures.
5. geography, topography, and climate regarding the State of Arizona.
6. maintenance test flight procedures.
7. Department radio procedures.
8. aerodynamics and the fundamentals of flight regarding aircraft.
9. Federal Communications Commission Regulations.
10. aviation fuel quality assurance testing procedures.
11. rescue procedures.

12. aeromedical operations.
13. flight scheduling procedures.
14. crisis management techniques and procedures.
15. basic aircraft maintenance techniques and procedures.
16. coordinated search patterns.

SKILL IN:

1. oral communication.
2. written communications to complete required reports and records.
3. the operation of ground vehicles (e.g., motor vehicles, fuel trucks, fuel pumps, aircraft handcarts, etc.).
4. the use of aircraft flight logs.

ABILITY TO:

1. read and interpret aviation and weather maps.
2. perform operations under highly stressful or emergency conditions.
3. meet Federal Aviation Administration physical fitness requirements (e,g., First Class Medical Certificate).
4. work independently.
5. compute basic mathematical and statistical calculations.
6. read and interpret written material of moderate difficulty.
7. prioritize flight missions.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Must have the flexibility to work any hours including weekends, holidays, rotating shifts, call-outs and overtime. Must be willing to work in varying climates, temperatures and weather conditions.

MINIMUM QUALIFICATIONS:

Must be a U.S. citizen and a high school graduate or have a GED.
By the starting date, must be a resident of the State of Arizona.
Must have a valid Arizona driver license by no later than effective starting date.
Must have possession of a FAA Commercial Pilot Certificate with Airplane Single Engine Land, Airplane Multi-Engine Land, and Instrument-Airplane Ratings. Must hold at least a current FAA Second Class Medical Certificate and must be able to pass a FAA First Class medical examination without waiver. Must have a minimum of 500 hours flying time as pilot in command in airplanes.

All levels must successfully complete the examination process.
FLSA status: Non-Exempt

EFFECTIVE DATE:

APPROVED: _____ DATE OF APPROVAL: _____

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FIXED WING PILOT I – Class Code 1237

SUMMARY STATEMENT:

Operates single- and multi-engine airplane for transport of Department staff and Governor, and for airborne surveillance in traffic and criminal enforcement operations for the Department of Public Safety and other law enforcement agencies, as required. Performs related duties as assigned. This is a competitive classification which may be held in either sworn or civilian status.

ESSENTIAL FUNCTIONS (not intended to all inclusive):

1. As pilot in command, operates single- and multi-engine airplane in support of public safety missions, including transport, surveillance, patrol, pursuit, search and rescue, medical evacuations and aerial photography. Performs the specialized maneuver of mountain flying.
2. Evaluates requests for air support.
3. Schedules flight plans in connection with flight missions.
4. Inspects, tests and maintains aircraft and all mission-related equipment.
5. Cleans aircraft, unit quarters and hangar.
6. Performs pre- and post-flight inspections.
7. Plans flights, loads passengers, baggage and cargo, and analyzes weather conditions.
8. Maintains logs and records, as required, and prepares written reports.
9. Operates aircraft tug, tractor, and/or ground handling equipment.
10. Coordinates pilot training programs and maintains training records.
11. May exercise full peace officer authority**,** if AZPOST certification is obtained.
12. May provide security for passengers.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. weather systems regarding aircraft operations.
2. aircraft systems and operations, aerial navigation and maintenance regarding normal operating procedures, limitations, emergency procedures.
3. Federal Aviation Administration Regulations, Arizona Revised Statutes, Departmental General Orders, Aviation Bureau Standard Operating Procedures and Aviation Unit Special Procedures.
4. aircraft ground handling procedures.
5. geography, topography, and climate regarding the State of Arizona.
6. maintenance test flight procedures.
7. Department radio procedures.
8. aerodynamics and the fundamentals of flight regarding aircraft.
9. Federal Communications Commission Regulations.
10. aviation fuel quality assurance testing procedures.
11. rescue procedures.

12. aeromedical operations.
13. flight scheduling procedures.
14. crisis management techniques and procedures.
15. basic aircraft maintenance techniques and procedures.
16. coordinated search patterns.

SKILL IN:
1. oral communication.
2. written communications to complete required reports and records.
3. the operation of ground vehicles (e.g., motor vehicles, fuel trucks, fuel pumps, aircraft handcarts, etc.).
4. the use of aircraft flight logs.

ABILITY TO:
1. read and interpret aviation and weather maps.
2. perform operations under highly stressful or emergency conditions.
3. meet Federal Aviation Administration physical fitness requirements (e,g., First Class Medical Certificate).
4. work independently.
5. compute basic mathematical and statistical calculations.
6. read and interpret written material of moderate difficulty.
7. prioritize flight missions.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Must have the flexibility to work any hours including weekends, holidays, rotating shifts, call-outs and overtime. Must be willing to work in varying climates, temperatures and weather conditions.

MINIMUM QUALIFICATIONS:
Must be **a** U.S. citizen and a high school graduate or have a GED.
By the starting date, must be a resident of the State of Arizona.
Must have a valid Arizona driver license by no later than effective starting date.
Must have possession of a FAA Commercial Pilot Certificate with Airplane Single Engine Land, Airplane Multi-Engine Land, and Instrument-Airplane Ratings. Must hold at least a current FAA Second Class Medical Certificate and must be able to pass a FAA First Class medical examination without waiver. Must have a minimum of 500 hours flying time as pilot in command in airplanes.

Must successfully complete the examination process.
FLSA status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: December 13, 2005

Classification Established: January 28, 2002
Revision Date(s): August 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FIXED WING PILOT II– Class Code 1239

SUMMARY STATEMENT:

Operates single and multi-engine airplane for transport of Department staff, Governor, and for airborne surveillance in traffic and criminal enforcement operations for Department of Public Safety and other law enforcement agencies, as required. Performs related duties as assigned. Classification may be held in either sworn or civilian status.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. As pilot in command, operates single and multi-engine airplane in support of public safety missions, including transport, surveillance, patrol, pursuit, search and rescue, medical evacuations, and aerial photography. Performs the specialized maneuver of mountain flying.
2. Evaluates requests for air support.
3. Schedules flight plans in connection with flight missions.
4. Inspects, tests and maintains aircraft and all mission-related equipment.
5. Cleans aircraft, unit quarters and hangar.
6. Performs pre- and post-flight inspections.
7. Plans flights, loads passengers, baggage and cargo, and analyzes weather conditions.
8. Maintains logs and records, as required, and prepares written reports.
9. Operates aircraft tug, tractor, and/or ground handling equipment.
10. Coordinates pilot training programs and maintains training records.
11. May exercise full peace officer authority, if AZPOST certification is obtained.
12. May provide security for passengers.
13. Trains pilots on various safety and aviation procedures and issues.
14. Serves as acting supervisor in absence of the Senior Pilot.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. weather systems regarding aircraft operations.
2. aircraft systems and operations, aerial navigation and maintenance regarding normal operating procedures, limitations, emergency procedures.
3. Federal Aviation Administration Regulations, Arizona Revised Statutes, Departmental General Orders, Aviation Bureau Standard Operating Procedures and Aviation Unit Special Procedures.
4. aircraft ground handling procedures.
5. geography, topography, and climate regarding the State of Arizona.
6. maintenance test flight procedures.
7. Department radio procedures.
8. aerodynamics and the fundamentals of flight regarding aircraft.
9. Federal Communications Commission Regulations.

10. aviation fuel quality assurance testing procedures.
11. rescue procedures.
12. aeromedical operations.
13. flight scheduling procedures.
14. crisis management techniques and procedures.
15. basic aircraft maintenance techniques and procedures.
16. coordinated search patterns.
17. principles and practices of supervision.

SKILL IN:

1. oral communication.
2. written communications to complete required reports and records.
3. the operation of ground vehicles (e.g., motor vehicles, fuel trucks, fuel pumps, aircraft handcarts, etc.).
4. the use of aircraft flight logs.

ABILITY TO:

1. read and interpret aviation and weather maps.
2. perform operations under highly stressful or emergency conditions.
3. meet Federal Aviation Administration physical fitness requirements (e.g., First Class Medical Certificate).
4. work independently.
5. compute basic mathematical and statistical calculations.
6. read and interpret written material of moderate difficulty.
7. prioritize flight mission.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Must have the flexibility to work any hours including weekends, holidays, rotating shifts, call-outs and overtime. Must be willing to work in varying climates, temperatures and weather conditions.

MINIMUM QUALIFICATIONS:

Permanent status as Fixed Wing Pilot I with a total of three (3) years service as a Fixed Wing Pilot I with the Arizona Department of Public Safety with an overall performance rating of at least "standard" in the last 12 months.
Must have a valid Arizona driver license.

Must successfully complete the examination process.
FLSA status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: December 13, 2005

Classification Established: January 28, 2002
Revision Date(s): August 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FLEET ADMINISTRATOR– Class Code 3224

SUMMARY STATEMENT:

Responsible for managing the statewide fleet operations for the Arizona Department of Public Safety (DPS), including procurement, maintenance, repair, modification, recalls, and disposal of vehicles and equipment. Supervises staffing, budgeting, vehicle and equipment registration and licensing. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Plans, organizes, and directs the DPS fleet management operations, including vehicle and equipment procurement, maintenance, repair and disposal.
2. Prepares and administers the fleet management budget; and oversees the tracking, reporting, and expenditure of funds.
3. Plans and manages computerized information systems for inventory control, accounting, and record keeping as required for fleet management operations.
4. Collaborates with automobile manufacturers to develop detailed specifications for vehicles and other equipment and to make recommendations to address various safety issues (i.e. CVPI Blue Ribbon Commission) and operational procedures.
5. Plans, organizes and directs the statewide deployment of specialized equipment for emergency and/or special situations.
6. Serves as liaison between the unit, section, bureau, division, Department, and/or other agencies and associations to exchange information and investigate and resolve issues.
7. Participates on various committees and in various professional organizations and affiliations associated with fleet management.
8. Establishes and evaluates work procedures, preventive maintenance and repair standards, service schedules, quality control programs, and policies and procedures for hazardous waste and environmental issues consistent with federal, state and local laws.
9. Develops specifications for the procurement of vehicles, equipment, parts and supplies necessary for fleet management.
10. Prepares Requests for Proposal, grant requests, cost analyses; makes recommendations for acceptance or rejection of bid proposals.
11. Evaluates contractor, vendor, and supplier contract performance.
12. Prepares written reports on the operation of fleet management.
13. Establishes and maintains a customer service program to ensure the highest quality of timely and cost-effective service.
14. Plans and directs the work of fleet supervisors in various statewide locations; evaluates employee performance; ensures adequate training of personnel; administers disciplinary action as required.
15. Participates in the development of selection criteria and devices for prospective employees; interviews and selects candidates
16. Directs short and long range planning for fleet operations and acquisitions, customer service, and fiscal issues.
17. Oversees the administration of all fleet related contracts.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. occupational hazards and standard safety precautions necessary in automotive and equipment maintenance and repair work.
2. the principles and practices of fleet management.
3. automotive and heavy equipment maintenance, repair, and testing functions.
4. general techniques, materials, and practices of trades associated with automotive and mechanical equipment.
5. applicable federal and state, laws, rules, and regulations governing the operation of automotive and repair facilities.
6. the principles and techniques of cost analysis.
7. automated systems and their capabilities.
8. equipment specifications and procurement procedures.
9. the principles and practices of employee supervision, evaluation, and training.

SKILL IN:
1. project management.

ABILITY TO:
1. analyze operating effectiveness and efficiency to devise, develop and implement improvements.
2. analyze information and draw valid conclusions.
3. communicate effectively both orally and in writing with the public and other employees.
4. adapt to rapidly developing and changing technology.
5. establish and maintain effective working relationships with others.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
May be required to move items up to 50 pounds for distances of up to 10 feet.
May be required to stand, stoop, bend, kneel and squat for extended periods of time.
May be exposed to bodily fluids, fumes or dust, toxic or caustic chemicals, outdoor weather, moving mechanical parts and moderate to loud noise levels.

ADDITIONAL REQUIREMENTS:
May be subject to call-outs or irregular hours.
May be required to testify in legal hearings.
Must have and maintain a valid Arizona driver license.
Must obtain a valid Arizona commercial driver license within six months of hire or promotion date.

MINIMUM QUALIFICATIONS:
Requires a Bachelor's degree from an accredited college or university with a major in Automotive Technology, Business or Public Administration, or a related field and a minimum of five (5) years of recent and progressively responsible administrative and supervisory experience in fleet management. Related work experience may be substituted for required education at the rate of thirty (30) semester hours per year of experience.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: May 1, 2006

Classification Established: May 1, 2006
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FLEET SERVICE MANAGER – Class Code 3223

SUMMARY STATEMENT:

Manages a statewide fleet operation to include vehicle acquisition and replacement, and equipment repair and maintenance programs involving shops in multiple locations and managing the planning, procurement and vehicle buildup processes to provide emergency and support vehicles for all Department operations. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Supervises fleet personnel, which includes: interviewing prospective employees; providing and/or recommending training; coordinating, scheduling and assigning work product; establishing performance measures, goals, objectives and priorities; evaluating work performance; providing feedback, direction and guidance; keeping personnel abreast of new or revised information; answering questions; and recommending and/or implementing personnel actions.
2. Develops section budget by forecasting income and expenses and recording the resulting information in a predetermined format for review and approval.
3. Coordinates equipment and personnel availability to provide services (e.g., vehicle mechanical inspections, mechanical repairs, administrative services, technical expertise, etc.) for state and local political entities upon request.
4. Oversees and approves administrative processing of paperwork required in the acquisition or disposal of equipment (e.g., title, registration, license, etc.).
5. Monitors section expenditures to ensure compliance with budget constraints. Approves purchases of equipment and supplies necessary for section operations submitted by fleet service supervisors.
6. Develops specifications and bid packages, obtains cost estimates, evaluates proposals and selects vendors, recommends acceptance, and monitors contract compliance for police vehicles, specialty and related equipment.
7. Reviews equipment maintenance invoices to ensure that proper maintenance was performed.
8. Reviews charges for equipment repairs according to the terms of new and extended service warranties, in order to receive full benefit of the warranties and reduce costs to the Department.
9 Plans, organizes and directs the DPS fleet management operations including vehicle and equipment procurement, maintenance, repair and disposal.
10. Analyzes equipment build-up requests in order to determine specific needs and construction methodology required for optimal equipment performance and reliability.
11. Develops and/or approves shop safety standards in compliance with Occupational Safety and Health Administration (OSHA) guidelines and Department policies.
12. Audits contract repair services by visually inspecting vendors' facilities and records in order to ensure high quality repairs and accurate billing of costs.
13. Responds to inquiries and complaints from service users in order to provide information, maintain good customer relations and improve shop performance.
14. Inspects facilities, examines equipment and approves acquisitions throughout the state.
15. Transports equipment as required in the acquisition and repair of vehicles, using a tow truck, roll-back truck, or car trailer.

16. Coordinates the receipt and disposal of equipment in order to maximize utilization of equipment.
17. Oversees the vehicle emissions program to comply with federal and state mandates.
18. Directs short- and long-range planning for fleet operations and acquisitions, customer service, and fiscal issues.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the principles and practices of supervision.
2. state and federal environmental laws concerning the handling of hazardous materials routinely used in the repair and maintenance of vehicles.
3. fleet service procedures, and federal and state laws to manage fleet service shop operations.
4. effective training methods to provide training for employees in repair techniques or equipment operation.
5. state and federal laws concerning vehicle emissions standards and the handling of hazardous materials to oversee and perform emissions testing, equipment repairs, and the proper disposal of hazardous materials.
6. OSHA regulations to establish safety policies and procedures for fleet service operations.
7. vehicle mechanical and electrical systems.
8. applicable procedures for formal bid processes.
9. state procurement code.

SKILL IN:

1. estimating cost of vehicle repairs to determine advisability of repairing or disposing of equipment.
2. modern office practices, procedures and equipment to perform office functions in an efficient manner.
3. the use of computer keyboard devices.
4. the use computer software programs.
5. the operation of vehicles and equipment (e.g., automobiles, trucks, motorcycles, motor homes, forklifts, etc.) to travel to off-site locations or perform road tests.
6. calculating mathematical problems involving addition, subtraction, multiplication, and division on a calculator to determine weights, measurements, time, quantities, metric conversion, repair costs, parts and supplies expenditures, and budget recommendations.
7. preparing and administering a budget.
8. effectively coordinating personnel and resources on various work processes.

ABILITY TO:

1. effectively communicate orally and in writing.
2. analyze and compile information from various sources to make decisions or prepare reports.
3. read and comprehend technical information (e.g., shop manuals, manufacturers' specifications, warranties, parts catalogs, service orders) to estimate repair or modification costs, reconcile charges and perform vehicle diagnostics and modifications.
4. identify and analyze problems, develop alternatives and suggest recommendations or implement resolutions in the day-to-day management of fleet operations.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
May be required to move items up to 50 pounds.
May be required to stand, stoop, bend, kneel and squat for extended periods of time.
May be exposed to fumes or dust, toxic or caustic chemicals, outdoor weather, moving mechanical parts and moderate to loud noise levels.
May be required to travel to perform certain work functions.

MINIMUM QUALIFICATIONS:
Must have and maintain a valid Arizona driver license.
Requires eight (8) years of journey-level experience in the maintenance, repair and service of gas and/or diesel motorized equipment and/or automotive related functions (e.g. parts, fabrication, etc.), including three (3) years in a lead or supervisory capacity.

NOTE: Graduation from a certified trade school for automotive mechanics or an AAS in Automotive Technology may substitute for two (2) years of the required experience.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: April 5, 1997
Revision Date(s): July 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FLEET SERVICE SUPERVISOR– Class Code 3222

SUMMARY STATEMENT:

Responsible for work of considerable difficulty supervising the operations of a Fleet Service Shop including the installation, maintenance, repair, service and removal of equipment, parts and systems in police and police-related vehicles, and the assignment or removal of vehicles into or out of service. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Coordinates maintenance and repair jobs on Department vehicles with appropriate contract vendors and dealers in order to expedite work and maximize benefits of warranties and service contracts.
2. Coordinates the activities of several inter-related work teams (e.g., automotive technicians, radio installers, fabrication welders, vendors, etc.) by prioritizing and assigning tasks to ensure the timely completion of all work required in the build-up, maintenance, repair, service and/or removal of vehicles.
3. Prepares vehicle work orders and inspection forms from information provided by users and vendors in order to specify maintenance and repairs to be performed on vehicles.
4. Supervises fleet personnel, which includes: interviewing prospective employees; providing and/or recommending training; coordinating, scheduling and assigning work product; establishing performance measures, goals, objectives and priorities; evaluating work performance; providing feedback, direction and guidance; keeping personnel abreast of new or revised information; answering questions; and recommending and/or implementing personnel actions.
5. Authorizes expenditures for vehicle parts and repairs in order to purchase necessary materials and services required in shop operations, and to recover vehicle and return it to service in a timely manner.
6. Coordinates vehicle disposal by receiving turned-in vehicles and processing required paperwork for disposition in order to remove vehicles from the fleet, and/or issues new and replacement vehicles.
7. Reviews vehicle service contracts to determine service to be performed under warranty.
8. Answers questions and/or complaints from service users regarding work done on vehicles in order to resolve problems or update user on status of job.
9. Maintains parts and supply inventory in assigned work area by ordering parts and supplies to ensure adequate stock to perform required vehicle repairs and by identifying frequency of non-stock part usage to put high usage parts into regular stock for greater efficiency and cost-effectiveness. Inspects parts and supplies received in order to verify accuracy of invoices.
10. Assigns control numbers in order to create a record of monetary expenditures.
11. Troubleshoots vehicle malfunctions in order to determine needed repairs.
12. Maintains material safety data sheets in order to comply with OSHA regulations.

13. Monitors the use, maintenance and repair requirements of vehicles in order to ensure serviceability and/or recommend replacement.
14. Supervises the operation of fleet emissions testing for Department vehicles in order to ensure compliance with federal and state emissions requirements.
15. Calculates quantities, times, distances, measurements, weights, standard-to-metric conversions, and budget items.
16. Inspects work performed by shop personnel and vendors to ensure high quality.
17. Coordinates the transportation of vehicles to and from locations throughout the state in order to facilitate timely delivery of repairs.
18. Analyzes inspection forms and work orders in order to determine specific needs and construction methodology required for optimal equipment performance and reliability.
19. Maintains records (e.g., daily and weekly time sheets, Fleet Requests, vehicle work orders, inspection forms, OSHA forms, personnel documents, capital equipment, etc.), in order to provide accurate and current documentation of all activities related to the supervised shop.
20. Maintains currency of technical skills in order to perform work as efficiently and accurately as possible by reading technical publications, attending training classes, and actively participating in day-to-day job activities.
21. Prepares various reports (e.g., monthly activity, inspection and control reports, etc.).
22. Transports Department of Corrections (DOC) inmates assigned to work area.
23. Trains and directs the work of DOC inmates assigned to work area.
24. Coordinates adjustor services and glass replacement with safety personnel, Department of Administration and insurance companies.
25. Receives and inspects seized vehicles, which have been awarded to DPS.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the principles and operation of fuel systems, brakes, engines, transmissions, trans-axles, differentials, and electronic, electrical, air conditioning, ignition, and emission control systems in motorized vehicles to design and install modifications appropriate to various vehicles.
2. state and federal environmental laws concerning the handling of hazardous materials routinely used in fleet service operations.
3. Occupational Safety and Health Administration (OSHA) regulations, and fleet policies and procedures pertaining to the safe performance of fleet service operations.
4. the principles and practices of supervision.
5. fleet service procedures to manage a fleet shop operation.
6. material safety data sheets to conform to OSHA regulations and their applications.
7. general procurement policies and contracts to authorize purchases and prepare budget item recommendations necessary for the operation of fleet service shops.
8. modern office practices, procedures and equipment to perform office functions in an efficient manner.

SKILL IN:

1. operating and interpreting results form testing equipment and measuring tools (e.g., volt/amp meter, battery/alternator tester, etc.) to design and install vehicle modifications.

2. reading and interpreting dials, gauges, meters, graphs and electrical schematics pertaining to vehicle maintenance and repair.
3. calculating mathematical problems involving addition, subtraction, multiplication and division on a calculator.
4. the operation of motorized vehicles (e.g., automobiles, trucks, motor homes) to perform road tests and transport vehicles.
5. operating a recovery vehicle such as car-trailer, tow truck or roll-back truck to transport vehicles or equipment.
6. the safe use of fleet service equipment (e.g., vehicle lift, tire changer, balancer, hydraulic jack, bumper jack, etc.).
7. modifying or repairing a vehicle by disassembling, repairing, rebuilding or replacing parts and components.
8. handling hazardous materials (e.g., freon, gasoline, oil, grease, etc.) in a safe and appropriate manner.
9. identifying and using proper hand and power tools and use them in a safe manner.
10. the use of computer keyboard devices.

ABILITY TO:

1. effectively communicate orally and in writing.
2. follow detailed oral and written instructions in the modification and repair of vehicles and equipment.
3. organize and assign repair tasks to appropriate personnel for maximum productivity and cost effectiveness.
4. explain technical information in everyday language to service users and other lay personnel to answer questions and provide information about equipment and its operation.
5. prepare detailed written documents using various formats (e.g., work orders, parts order forms, service records, activity logs, personnel evaluations).
6. modify a vehicle by designing, creating and installing special parts and equipment.
7. convert a concept into a workable design in the production and installation of routine and non-routine DPS vehicle modifications.
8. read and comprehend technical shop manuals, manufacturers' specifications, warranties, extended service program (ESP) manuals, parts and supply catalogs, and service orders in the performance of vehicle diagnostics, maintenance, repairs, and modifications.
9. acquire additional skills to maintain technical competencies.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

May be required to move items up to 50 pounds for distances of up to 10 feet.
May be required to stand, stoop, bend, kneel and squat for extended periods of time.
May be exposed to bodily fluids, fumes or dust, toxic or caustic chemicals, outdoor weather, moving mechanical parts and moderate to loud noise levels.

ADDITIONAL REQUIREMENTS:

May be subject to call-outs or irregular hours.
May be required to testify in legal hearings.
Must have and maintain a valid Arizona driver license.

Must obtain a valid Arizona commercial driver license within six months of hire or promotion date.
Must supply and maintain personal tool inventory, as required to perform job functions.

MINIMUM QUALIFICATIONS:
Requires four (4) years of journey level experience in the maintenance, repair, and service of gas and/or diesel motorized equipment. Graduation from a certified trade school for automotive technology or an associate of applied science in automotive technology may substitute for two years of the required experience. Must be a certified ASE master automotive technician. A designation as an Emergency Vehicle Technician in Law Enforcement Installation is required within three years of the date of hire.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: February 10, 1996
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FLEET SUPPLY SPECIALIST – Class Code 3203

SUMMARY STATEMENT:

Is responsible for planning, organizing and coordinating the inventory of fleet parts and equipment purchases to ensure proper stocking levels for the Department's vehicle repair and maintenance plan. Performs other duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Maintains and monitors inventory of fleet replacement parts and equipment.
2. Researches contract and/or product/vendor information, purchase order status, requisitions, payment information, etc. in order to provide information, make informed decisions and resolve problems.
3. Receives, unpacks, and stores fleet parts and supplies. Verifies shipments for appropriate quantity and quality using purchase orders, invoices, and credit memos; reconciles discrepancies.
4. Purchases parts and equipment as necessary for agency fleet operations.
5. Organizes and arranges warehouse stock to ensure accessibility and orderliness.
6. Handles and stores hazardous materials in compliance with established policies/procedures, OSHA, and state and federal environmental laws.
7. Remains current on job-specific procedures, keeps informed of new products and develops new sources of supply using catalogs, Internet, vendor contacts, etc.
8. Monitors and maintains a variety of manual and electronic records. Enters and tracks data into computerized systems.
9. Issues supplies, parts and keys.
10. Assists employees and visitors by phone and in person in order to provide services or information.
11. Maintains a clean and orderly work area.
12. Prepares periodic, special and perpetual inventories of stock.
13. Operates appropriate equipment, including forklift and office machines.
14. Assists in maintaining accurate repair and operating costs on all fleet vehicles; assists in preparing statistical reports.
15. Prepares work orders; obtains all pertinent information; refers to parts manual to determine correct parts and numbers; produces computer generated work orders.
16. Maintains contact and negotiates with vendors; evaluates vendor performance.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Knowledge of:

1. general warehousing procedures.
2. inventory procedures.
3. principles and practices of records management systems.
4. OSHA regulations and laws pertaining to the workplace environment.
5. basic principles of proper usage, storage and handling of hazardous materials.

6. vehicle parts and their functions.

Skill in:
1. the use of keyboard devices to input and retrieve information.

Ability to:
1. interpret written and oral instructions.
2. perform mathematical calculations involving addition, subtraction, multiplication, and division.
3. perform detailed work with a high degree of accuracy.
4. communicate clearly both orally and in writing.
5. adapt to changes in schedules and job priorities.
6. maintain effective working relationships with employees and the public.
7. work independently with minimal supervision.
8. analyze problems and develop viable solutions.
9. research and reconcile inaccuracies and make appropriate corrections.
10. operate standard office equipment.
11. memorize and recall detailed information and/or numeric combinations.
12. perform job duties effectively in stressful or emergency situations.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
May be required to work and drive in inclement weather.
May be required to walk or stand for extended periods of time.
May be required to bend, stretch, stoop, reach, and climb.
May be required to lift and move heavy objects weighing up to 75 pounds.

ADDITIONAL REQUIREMENTS:
May be required to travel to perform certain work functions.
Must have and maintain a valid Arizona driver license.

MINIMUM QUALIFICATIONS:
Requires two (2) years of automotive warehousing or storekeeping experience, including the maintenance of computerized and/or manual records.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FSLA Status: Non-exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 19, 2001

Classification Established: January 19, 2001
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FORENSIC TECHNICAL SUPERVISOR – Class Code 5322

SUMMARY STATEMENT:

Provides technical supervision and coordination for all functions of a forensic science discipline in all regional crime laboratories. Performs scientific analyses; prepares technical and management reports; provides expert testimony in court; provides technical advice and guidance to a forensic discipline's personnel statewide and to members of the criminal justice system; approves scientific methodology and purchase of sophisticated scientific instrumentation; acts as a liaison with other agencies; and performs related work, as required. Supervision is received from the Scientific Analysis Superintendent. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Develops, coordinates, and monitors a forensic discipline's scientific program and quality assurance/quality control protocols for the entire crime laboratory system.
2. Researches, evaluates, updates and implements the appropriate forensic discipline's scientific methodology to be used by the crime laboratory system in order to perform analyses with efficiency and accuracy.
3. Supervises the preparation of the forensic discipline's reports in conformance with scientific principles, laboratory accreditation requirements, legal constraints, DNA Advisory Board (DAB) Standards, National Scientific Working Groups, etc.
4. Accompanies criminalists to court to review and critique the presentation of expert testimony and contacts county attorneys and investigating officers regarding expert testimony and scientific examination results for personnel of a forensic discipline.
5. Inspects facilities, technical equipment, scientific instrumentation, and personnel to ensure compliance with laboratory accreditation requirements, DNA Advisory Board Standards, Scientific Working Groups, and other regulations and procedures.
6. Evaluates the work performance of criminalists systemwide to ensure compliance with quality assurance procedures and to provide feedback and guidance on employee performance.
7. Designs, supervises, and conducts statewide training programs and continuing education programs to enhance the skills of personnel in a forensic discipline.
8. Prepares budget and grant requests and monitors budgets related to a statewide forensic discipline.
9. Provides long-range planning for a crime laboratory systemwide forensic discipline.
10. Researches and prepares responses to defense expert challenges regarding a forensic discipline.
11. Monitors proficiency tests for criminalists statewide in a forensic discipline in compliance with accreditation and national requirements.
12. Conducts laboratory audits of a forensic discipline for compliance with protocols and national standards (DAB, SWG, etc.).
13. Examines, identifies, and scientifically evaluates suspected evidence.
14. Utilizes physical, chemical, microscopic, photographic, comparative, classification, computer, molecular, biology, chromatographic, and visualization techniques and

instrumentation which may include capillary electrophoresis, ultraviolet spectrophotometry, infrared spectrophotometry, fluorescence spectrophotometry, electrophoresis, variable wavelength forensic light sources, spectrofluorimetry, radiography, gene sequencers, gas chromatography, mass spectrometry, etc.

15. Initiates and develops new standards files and other reference material for the purpose of a forensic discipline.
16. Prepares highly detailed, technical written reports to document scientific analyses and results.
17. Prepares written reports to communicate a forensic discipline's events and other information to management.
18. Communicates with officers and attorneys, attends pre-trial conferences, prepares exhibits for courtroom use, and provides expert testimony in courts throughout Arizona in order to present forensic evidence.
19. Remains current on scientific advancements in a forensic discipline through technical publications, presentations and training in order to apply appropriate methodologies.
20. Responds to crime scenes in order to gather, preserve, and move items of evidence to the crime laboratory for further scientific analysis.
21. Provides technical advice and guidance to criminalists to assist with difficult analyses.
22. Instructs law enforcement personnel in training schools throughout Arizona in the proper laboratory procedures of identifying, handling, and examining evidence.
23. Prepares bid specifications and evaluates new equipment, instruments, and other laboratory tools, as well as vendors, to provide recommendations on purchases.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. current laws, rules, and procedures concerning the activities of a crime laboratory.
2. principles and analytical procedures of chemistry, biochemistry, molecular and cellular biology, and related sciences.
3. the principles and practices of supervision.

SKILL IN:

1. the operation and maintenance of scientific equipment used in the performance of the job.

ABILITY TO:

1. accurately analyze and interpret scientific data.
2. define problems, establish facts, and draw valid scientific conclusions.
3. develop, evaluate, and review long-range plans.
4. organize, conduct, and evaluate scientific research.
5. plan, direct, and evaluate the human, material, and fiscal resources and production of a crime laboratory.
6. plan, organize, make efficient use of time, and manage multiple tasks.
7. provide expert testimony and undergo intense examination in court.
8. communicate technical information to various audience levels (scientists, officers, attorneys, etc.) in a group setting, or one-on-one.

9. prepare effective written communications containing technical and non-technical information for various levels of readership.
10. recognize minute differences in shape and form.
11. remain calm under stress.
12. work effectively with people at all levels of an organization, other law enforcement agencies and the public.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Required to safely handle hazardous specimens and materials (infectious, corrosive, carcinogenic, explosive, etc.)
May be required to move items weighing up to twenty (20) pounds.
May be required to travel statewide in the performance of the job.

MINIMUM QUALIFICATIONS:
Requires a master's degree from an accredited college or university with major course of study in chemistry, biology, toxicology or closely related physical or natural sciences with a minimum of thirty (30) semester hours in chemistry and twelve (12) semester hours relating to a specific forensic discipline.
Requires six (6) years of experience as a criminalist in a recognized crime laboratory, three (3) years of which must have been in a specific forensic discipline. An additional six (6) years of experience in a forensic discipline may substitute for a Master's degree.

Must successfully complete the examination process.
FLSA status – non-exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 19, 2001

Classification Established: January 19, 2001
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FORMS MANAGEMENT COORDINATOR – Class Code 4405

SUMMARY STATEMENT:

Responsible for the design, implementation, and coordination of manual and electronic forms for the Department. Supervises related functions within the Department, including the print shop and mail distribution operations. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Designs and revises forms for manual and electronic systems.
2. Tests electronic applications and installs forms for electronic/form-fill applications.
3. Tracks and maintains forms used to support Department record keeping systems.
4. Coordinates forms management activities with the Information Technology Bureau to ensure compatibility with personal computer and/or mainframe computer applications.
5. Develops and maintains standards for forms design, construction, and printing specifications.
6. Evaluates forms-related suggestions received from sources throughout the Department to determine merit and applicability.
7. Makes recommendations on forms needs to meet customer and Department requirements.
8. Trains Department personnel in the use of electronic forms.
9. Oversees the timely and accurate completion of the work product within assigned Units.
10. Supervises subordinate personnel, interviews prospective employees, evaluates performance, and provides feedback and guidance.
11. Develops and administers the Unit budget.
12. Prepares and administers various contracts for forms development, printing, and mail-related services offered throughout the Department.
13. Coordinates consultant service agreement contracts and task orders.
14. Develops and updates policies and procedures of assigned area.
15. Prepares statistical and narrative reports.
16. May be required to serve as back-up to assigned personnel.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. system analysis methods and processes related to the design and implementation of forms.
2. paper and electronic forms design techniques.
3. forms management principles and practices.
4. the rules of English grammar and composition to prepare, review and edit documents.
5. the principles and practices of supervision of personnel.
6. applicable laws, rules, regulations, policies and procedures.
7. papers, inks, printing processes, and related equipment pertinent to paper forms.
8. modern office practices, procedures and equipment required to perform office functions in

an efficient manner.

SKILL IN:

1. the operation of a personal computer, keyboard devices and peripheral hardware.
2. the use of computer software programs, including spreadsheet, word processing, and forms and document design products (Adobe PhotoShop, Adobe Acrobat Professional and LifeCycle Designer).

ABILITY TO:

1. effectively communicate clearly, both orally and in writing at all levels.
2. present and demonstrate information methodically and logically in order to train users.
3. establish and maintain positive working relationships with those contacted in the course of assignment.
4. identify problems, analyze information, and develop viable solutions.
5. prepare and administer budgets and contracts.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

ADDITIONAL REQUIREMENTS:
May be required to travel to perform certain work functions.

MINIMUM QUALIFICATIONS:
Requires three (3) years of experience in the design, implementation, and management of manual and electronic forms, including one (1) year of experience using Adobe PhotoShop, Adobe Acrobat Professional and LifeCycle Designer, and one (1) year of experience in supervising subordinate employees.
Progression to the next pay level/step requires and overall performance rating of “Standard” in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: August 30, 2006

Classification Established: January 22, 1999
Revision Date(s): July 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

GENERATOR TECHNICIAN – Class Code 6324

SUMMARY STATEMENT:

Under direction, installs and maintains gas and diesel power generating plants and related electrical equipment in communication sites throughout the state; involves irregular hours and extensive in-state travel. Performs other duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Performs preventive maintenance on uninterrupted power supply systems, generators, and air compressors to maintain system operation and reliability to ensure uninterrupted power and continuous air supply to critical facilities, equipment and systems.
2. Repairs and maintains remote standby generator systems and prime power generators, to maintain and provide a reliable communications system and electric power to DPS employees.
3. Repairs, modifies, constructs, fabricates, installs and maintains building structures and equipment, (e.g. roofs, floors, walls, ceilings, foundations, generators, HVAC equipment, compressors, etc.) to provide safe conditions for employees.
4. Identifies and corrects building and equipment problems by performing carpentry, electrical, plumbing, painting, and HVAC work to maintain buildings and equipment in safe condition, prevent degradation of state property and systems, and prevent failures that would cause reduction in service.
5. Installs, repairs and maintains new and replacement generator systems to enhance communications systems reliability.
6. Inspects, tests, evaluates, calibrates and updates generator systems and wiring to improve reliability and to assure dependability and safety and compliance.
7. Removes, relocates, repairs, installs and tests electrical equipment (e.g. switches, conduit wiring, receptacle lights, circuits, etc.) to maintain electrical power in DPS buildings and structures, detect shorts and defective connections, and restore operation of non-functioning equipment.
8. Orders and stocks building supplies, materials and parts (e.g. evaporative motors, belts, hardware, paints, cooler pumps, bearings, fans, tools, plumbing parts, etc.) to replace materials consumed and assure their availability for assigned projects, scheduled maintenance, and emergency responses.
9. Welds various types of metal to repair or fabricate metal assemblies (e.g. racks, shelves, stands for equipment, etc.).
10. Analyzes electrical circuits, wiring diagrams and drawings, and installs, repairs, calibrates, services or replaces electrical devices and systems to prevent overload.
11. Responds to 24-hour emergency calls to repair remote generator systems.
12. Inspects facilities (e.g. houses, trailer, buildings, etc); equipment (e.g. fire safety, generators, compressors, etc.); systems (e.g. electrical, plumbing, power sources, etc.); and work of vendors to determine condition of facilities, safe operation of equipment, quality and safety of work, and scheduled maintenance.

13. Obtains telephone/written estimates and quotes of materials and equipment needed for repairs and the completion of job tasks.
14. Responds to 24-hour emergency calls for assigned work area to perform emergency building or equipment repairs during off-duty hours.
15. Provides direction, guidance and instruction to DPS personnel and other vendors/contractors in the correct operation of equipment and materials used to complete required maintenance activities.
16. Repairs, replaces or installs plumbing systems and components (e.g. water, sewer and drain lines, valves, faucets, etc) in DPS buildings and structures.
17. Repairs water, gas, electric or air pipes and lines in or under floors, walkways, and walls to repair leaks and breaks.
18. Plans and schedules corrective action and preventive maintenance to repair or modify defects and maintain operating condition of facilities and equipment.
19. Assesses critical loads of power requirements to power sources and generators to determine user needs of electrical and/or backup power.
20. Installs conduits and wires to provide power for employees.
21. Monitors weekly generator performance to maintain communication system reliability. Interprets wiring diagrams in order to install generator systems.
22. Instructs DPS personnel in understanding generator system operation and repair.
23. Communicates orally and in writing to notify supervisor and user groups of conditions of building and equipment and scheduling dates for repairs.
24. Documents work and purchase orders, travel claims, bids and material lists to account for materials purchased and time spent in completing work assigned.
25. Hangs, patches, textures and paints sheetrock and drywall to cover, repair or create various finishes on framed, existing, or damaged walls.
26. Installs, repairs and maintains wood and metal windows, doors, locks and closures.
27. Provides technical expertise to facilities personnel and outside contractors to assist them in understanding specific job requirements and in the planning for future expansion and projects.
28. Paints various structures and equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment.
29. Performs general maintenance work (e.g. trims trees in parking lots, sweeps floors, hangs pictures, etc.) to maintain a clean, safe work area for employees.
30. Supervises co-workers during the absence of area supervisor.
31. Oversees vendors and contractors to determine that work is correctly performed and completed in a timely manner, that the correct materials are utilized, and to assure that procedures meet state requirements.
32. Maintains cost, inspection, and maintenance records on generators and power systems to document maintenance work and equipment replacement.
33. Trains co-workers to perform preventive maintenance, produce monthly reports, and repair equipment.
34. Prepares reports of inspections and labor and material estimates to apprise supervisors of conditions of property and equipment and materials needed for repairs.
35. Coordinates and directs other DPS personnel in the temporary repair of remote generator systems.

36. Maintains cost, inspection, and maintenance records on generators and power systems to document maintenance work and equipment replacement.
37. Evaluates vendor bids to purchase necessary equipment and supplies for generator systems.
38. Creates project description documents to upgrade standby generator systems.
39. Remains current on job specific expertise through various sources (e.g. trade publications, trade shows, vendor communication, etc.) to keep abreast of the latest technological developments and products to improve generator reliability.
40. Relocates microwave communications sites to improve communication system performance with the assistance of other DPS personnel, and various equipment (e.g. crane, backhoe, loaders, etc.).
41. Assists various sections of DPS and other agencies in the design and installation of emergency generator systems.
42. Assists DPS personnel in the upgrading of towers and buildings.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. arithmetic to calculate amounts of materials needed and to measure materials to be laid out, cut, shaped, threaded, and joined.
2. local/state/federal plumbing codes to perform installation, maintenance, and repair work which will meet code requirements.
3. local/state/federal building codes to perform building maintenance and repair work which will meet code requirements.
4. local/state/federal plumbing codes to perform installation, maintenance, and repair work which will meet code requirements.
5. proper use and hazards of chemical materials (e.g. paints, wood primers, roof coatings, caustic acids).
6. applications of utility, generator, and UPS power and under what circumstances they are to be used.
7. generator system circuit boards.
8. fabrication techniques and equipment required.
9. math for calculations.
10. survival skills.
11. electrical principles and theories.
12. plumbing systems and operations.

SKILL IN:

1. repairing diesel, propane, and natural gas engines.
2. repairing large generators and alternators.
3. diagnosing and repairing generators (e.g. propane gas, natural gas, and diesel powered systems).
4. testing electrical components and taking equipment readings with various tools and meters to determine appropriate repairs.
5. the correct selection and safe use of various applicable hand, power and specialty tools.

6. troubleshooting diesel engines, 3-phase generators, and transfer switches as they apply to various equipment and systems when voltage, amperage, cycles and phases show defects.
7. the installation of emergency standby generator systems.
8. inspecting and determining repairs and replacements of materials and equipment.
9. accurately reading and interpreting blueprints, sketches and schematics as they relate to buildings and utilities services systems.
10. correctly applying methods, practices, and procedures in preventative maintenance, inspection, repair, renovation, and minor construction of buildings and utilities.
11. welding with gas and electric equipment.
12. operating heavy equipment (e.g. backhoe, trencher, forklift).
13. professionally brazing and/or soldering.
14. precisely operate gauges and testing equipment.
15. locating and repairing defects and abnormalities in electrical components.
16. troubleshooting mechanical systems to the most complex level.
17. installing plumbing required for diesel fuels, natural gases and liquid and vapor propane gases.
18. operating light and heavy duty equipment (e.g. truck cranes, backhoes, loaders, etc.).

ABILITY TO:

1. respond to emergency situations in an efficient and timely manner to effect immediate repairs.
2. work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments.
3. move heavy objects in compliance with OSHA regulations.
4. work with a minimum of supervision.
5. bend, crawl, and kneel to access areas requiring repair or installation.
   safely operate state vehicles and/or construction equipment in all weather conditions.
6. travel extensively as work load and schedule demands change.
   work individually or as a team member to complete work assignments satisfactorily.
7. accurately sketch, read and understand water, gas, electric or air piping layouts.
   understand and prioritize work plans to complete assignments with quality work.
8. be flexible in responding to changes in schedules and job priorities.
   evaluate facility conditions to determine work needed.
9. write reports and other documents legibly.
   follow up and complete work orders.
10. follow safety standards in working with multiple services, tools and equipment.
    communicate orally and in writing with team members, co-workers, employees, contractors and vendors to obtain and provide useful information.
11. distinguish frequencies and sounds, color codes and odors in the operation of equipment in order to troubleshoot for repairs.
12. plan emergency standby generator systems.
13. train personnel in generator operation and repair.

ADDITIONAL REQUIREMENTS

Must possess a valid AZ driver’s license.

MINIMUM QUALIFICATIONS:

Requires a high school diploma and two (2) years of journey-level experience in the repair and maintenance of standby generator and/or uninterrupted power supply systems. Education or technical training in a field related to power generating plants or related electrical equipment through a recognized trade union, technical school or equivalent, accredited college of university may substitute for one (1) year of the required experience. One year of work experience is equivalent to thirty (30) semester hours of coursework from an accredited college or university. Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 5, 1997

Classification Established: April 5, 1997
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FLEET SERVICE SUPERVISOR– Class Code 3222

SUMMARY STATEMENT:

Responsible for work of considerable difficulty supervising the operations of a Fleet Service Shop including the installation, maintenance, repair, service and removal of equipment, parts and systems in police and police-related vehicles, and the assignment or removal of vehicles into or out of service. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Coordinates maintenance and repair jobs on Department vehicles with appropriate contract vendors and dealers in order to expedite work and maximize benefits of warranties and service contracts.
2. Coordinates the activities of several inter-related work teams (e.g., automotive technicians, radio installers, fabrication welders, vendors, etc.) by prioritizing and assigning tasks to ensure the timely completion of all work required in the build-up, maintenance, repair, service and/or removal of vehicles.
3. Prepares vehicle work orders and inspection forms from information provided by users and vendors in order to specify maintenance and repairs to be performed on vehicles.
4. Supervises fleet personnel, which includes: interviewing prospective employees; providing and/or recommending training; coordinating, scheduling and assigning work product; establishing performance measures, goals, objectives and priorities; evaluating work performance; providing feedback, direction and guidance; keeping personnel abreast of new or revised information; answering questions; and recommending and/or implementing personnel actions.
5. Authorizes expenditures for vehicle parts and repairs in order to purchase necessary materials and services required in shop operations, and to recover vehicle and return it to service in a timely manner.
6. Coordinates vehicle disposal by receiving turned-in vehicles and processing required paperwork for disposition in order to remove vehicles from the fleet, and/or issues new and replacement vehicles.
7. Reviews vehicle service contracts to determine service to be performed under warranty.
8. Answers questions and/or complaints from service users regarding work done on vehicles in order to resolve problems or update user on status of job.
9. Maintains parts and supply inventory in assigned work area by ordering parts and supplies to ensure adequate stock to perform required vehicle repairs and by identifying frequency of non-stock part usage to put high usage parts into regular stock for greater efficiency and cost-effectiveness. Inspects parts and supplies received in order to verify accuracy of invoices.
10. Assigns control numbers in order to create a record of monetary expenditures.
11. Troubleshoots vehicle malfunctions in order to determine needed repairs.
12. Maintains material safety data sheets in order to comply with OSHA regulations.

13. Monitors the use, maintenance and repair requirements of vehicles in order to ensure serviceability and/or recommend replacement.
14. Supervises the operation of fleet emissions testing for Department vehicles in order to ensure compliance with federal and state emissions requirements.
15. Calculates quantities, times, distances, measurements, weights, standard-to-metric conversions, and budget items.
16. Inspects work performed by shop personnel and vendors to ensure high quality.
17. Coordinates the transportation of vehicles to and from locations throughout the state in order to facilitate timely delivery of repairs.
18. Analyzes inspection forms and work orders in order to determine specific needs and construction methodology required for optimal equipment performance and reliability.
19. Maintains records (e.g., daily and weekly time sheets, Fleet Requests, vehicle work orders, inspection forms, OSHA forms, personnel documents, capital equipment, etc.), in order to provide accurate and current documentation of all activities related to the supervised shop.
20. Maintains currency of technical skills in order to perform work as efficiently and accurately as possible by reading technical publications, attending training classes, and actively participating in day-to-day job activities.
21. Prepares various reports (e.g., monthly activity, inspection and control reports, etc.).
22. Transports Department of Corrections (DOC) inmates assigned to work area.
23. Trains and directs the work of DOC inmates assigned to work area.
24. Coordinates adjustor services and glass replacement with safety personnel, Department of Administration and insurance companies.
25. Receives and inspects seized vehicles, which have been awarded to DPS.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the principles and operation of fuel systems, brakes, engines, transmissions, trans-axles, differentials, and electronic, electrical, air conditioning, ignition, and emission control systems in motorized vehicles to design and install modifications appropriate to various vehicles.
2. state and federal environmental laws concerning the handling of hazardous materials routinely used in fleet service operations.
3. Occupational Safety and Health Administration (OSHA) regulations, and fleet policies and procedures pertaining to the safe performance of fleet service operations.
4. the principles and practices of supervision.
5. fleet service procedures to manage a fleet shop operation.
6. material safety data sheets to conform to OSHA regulations and their applications.
7. general procurement policies and contracts to authorize purchases and prepare budget item recommendations necessary for the operation of fleet service shops.
8. modern office practices, procedures and equipment to perform office functions in an efficient manner.

SKILL IN:

1. operating and interpreting results form testing equipment and measuring tools (e.g., volt/amp meter, battery/alternator tester, etc.) to design and install vehicle modifications.

2. reading and interpreting dials, gauges, meters, graphs and electrical schematics pertaining to vehicle maintenance and repair.
3. calculating mathematical problems involving addition, subtraction, multiplication and division on a calculator.
4. the operation of motorized vehicles (e.g., automobiles, trucks, motor homes) to perform road tests and transport vehicles.
5. operating a recovery vehicle such as car-trailer, tow truck or roll-back truck to transport vehicles or equipment.
6. the safe use of fleet service equipment (e.g., vehicle lift, tire changer, balancer, hydraulic jack, bumper jack, etc.).
7. modifying or repairing a vehicle by disassembling, repairing, rebuilding or replacing parts and components.
8. handling hazardous materials (e.g., freon, gasoline, oil, grease, etc.) in a safe and appropriate manner.
9. identifying and using proper hand and power tools and use them in a safe manner.
10. the use of computer keyboard devices.

ABILITY TO:

1. effectively communicate orally and in writing.
2. follow detailed oral and written instructions in the modification and repair of vehicles and equipment.
3. organize and assign repair tasks to appropriate personnel for maximum productivity and cost effectiveness.
4. explain technical information in everyday language to service users and other lay personnel to answer questions and provide information about equipment and its operation.
5. prepare detailed written documents using various formats (e.g., work orders, parts order forms, service records, activity logs, personnel evaluations).
6. modify a vehicle by designing, creating and installing special parts and equipment.
7. convert a concept into a workable design in the production and installation of routine and non-routine DPS vehicle modifications.
8. read and comprehend technical shop manuals, manufacturers' specifications, warranties, extended service program (ESP) manuals, parts and supply catalogs, and service orders in the performance of vehicle diagnostics, maintenance, repairs, and modifications.
9. acquire additional skills to maintain technical competencies.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

May be required to move items up to 50 pounds for distances of up to 10 feet.
May be required to stand, stoop, bend, kneel and squat for extended periods of time.
May be exposed to bodily fluids, fumes or dust, toxic or caustic chemicals, outdoor weather, moving mechanical parts and moderate to loud noise levels.

ADDITIONAL REQUIREMENTS:

May be subject to call-outs or irregular hours.
May be required to testify in legal hearings.
Must have and maintain a valid Arizona driver license.

Must obtain a valid Arizona commercial driver license within six months of hire or promotion date.
Must supply and maintain personal tool inventory, as required to perform job functions.

MINIMUM QUALIFICATIONS:
Requires four (4) years of journey level experience in the maintenance, repair, and service of gas and/or diesel motorized equipment. Graduation from a certified trade school for automotive technology or an associate of applied science in automotive technology may substitute for two years of the required experience. Must be a certified ASE master automotive technician. A designation as an Emergency Vehicle Technician in Law Enforcement Installation is required within three years of the date of hire.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: February 10, 1996
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FLEET SUPPLY SPECIALIST – Class Code 3203

SUMMARY STATEMENT:

Is responsible for planning, organizing and coordinating the inventory of fleet parts and equipment purchases to ensure proper stocking levels for the Department's vehicle repair and maintenance plan. Performs other duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Maintains and monitors inventory of fleet replacement parts and equipment.
2. Researches contract and/or product/vendor information, purchase order status, requisitions, payment information, etc. in order to provide information, make informed decisions and resolve problems.
3. Receives, unpacks, and stores fleet parts and supplies. Verifies shipments for appropriate quantity and quality using purchase orders, invoices, and credit memos; reconciles discrepancies.
4. Purchases parts and equipment as necessary for agency fleet operations.
5. Organizes and arranges warehouse stock to ensure accessibility and orderliness.
6. Handles and stores hazardous materials in compliance with established policies/procedures, OSHA, and state and federal environmental laws.
7. Remains current on job-specific procedures, keeps informed of new products and develops new sources of supply using catalogs, Internet, vendor contacts, etc.
8. Monitors and maintains a variety of manual and electronic records. Enters and tracks data into computerized systems.
9. Issues supplies, parts and keys.
10. Assists employees and visitors by phone and in person in order to provide services or information.
11. Maintains a clean and orderly work area.
12. Prepares periodic, special and perpetual inventories of stock.
13. Operates appropriate equipment, including forklift and office machines.
14. Assists in maintaining accurate repair and operating costs on all fleet vehicles; assists in preparing statistical reports.
15. Prepares work orders; obtains all pertinent information; refers to parts manual to determine correct parts and numbers; produces computer generated work orders.
16. Maintains contact and negotiates with vendors; evaluates vendor performance.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Knowledge of:

1. general warehousing procedures.
2. inventory procedures.
3. principles and practices of records management systems.
4. OSHA regulations and laws pertaining to the workplace environment.
5. basic principles of proper usage, storage and handling of hazardous materials.

6. vehicle parts and their functions.

Skill in:
1. the use of keyboard devices to input and retrieve information.

Ability to:
1. interpret written and oral instructions.
2. perform mathematical calculations involving addition, subtraction, multiplication, and division.
3. perform detailed work with a high degree of accuracy.
4. communicate clearly both orally and in writing.
5. adapt to changes in schedules and job priorities.
6. maintain effective working relationships with employees and the public.
7. work independently with minimal supervision.
8. analyze problems and develop viable solutions.
9. research and reconcile inaccuracies and make appropriate corrections.
10. operate standard office equipment.
11. memorize and recall detailed information and/or numeric combinations.
12. perform job duties effectively in stressful or emergency situations.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
May be required to work and drive in inclement weather.
May be required to walk or stand for extended periods of time.
May be required to bend, stretch, stoop, reach, and climb.
May be required to lift and move heavy objects weighing up to 75 pounds.

ADDITIONAL REQUIREMENTS:
May be required to travel to perform certain work functions.
Must have and maintain a valid Arizona driver license.

MINIMUM QUALIFICATIONS:
Requires two (2) years of automotive warehousing or storekeeping experience, including the maintenance of computerized and/or manual records.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FSLA Status: Non-exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 19, 2001

Classification Established: January 19, 2001
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FORENSIC TECHNICAL SUPERVISOR – Class Code 5322

SUMMARY STATEMENT:

Provides technical supervision and coordination for all functions of a forensic science discipline in all regional crime laboratories. Performs scientific analyses; prepares technical and management reports; provides expert testimony in court; provides technical advice and guidance to a forensic discipline's personnel statewide and to members of the criminal justice system; approves scientific methodology and purchase of sophisticated scientific instrumentation; acts as a liaison with other agencies; and performs related work, as required. Supervision is received from the Scientific Analysis Superintendent. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Develops, coordinates, and monitors a forensic discipline's scientific program and quality assurance/quality control protocols for the entire crime laboratory system.
2. Researches, evaluates, updates and implements the appropriate forensic discipline's scientific methodology to be used by the crime laboratory system in order to perform analyses with efficiency and accuracy.
3. Supervises the preparation of the forensic discipline's reports in conformance with scientific principles, laboratory accreditation requirements, legal constraints, DNA Advisory Board (DAB) Standards, National Scientific Working Groups, etc.
4. Accompanies criminalists to court to review and critique the presentation of expert testimony and contacts county attorneys and investigating officers regarding expert testimony and scientific examination results for personnel of a forensic discipline.
5. Inspects facilities, technical equipment, scientific instrumentation, and personnel to ensure compliance with laboratory accreditation requirements, DNA Advisory Board Standards, Scientific Working Groups, and other regulations and procedures.
6. Evaluates the work performance of criminalists systemwide to ensure compliance with quality assurance procedures and to provide feedback and guidance on employee performance.
7. Designs, supervises, and conducts statewide training programs and continuing education programs to enhance the skills of personnel in a forensic discipline.
8. Prepares budget and grant requests and monitors budgets related to a statewide forensic discipline.
9. Provides long-range planning for a crime laboratory systemwide forensic discipline.
10. Researches and prepares responses to defense expert challenges regarding a forensic discipline.
11. Monitors proficiency tests for criminalists statewide in a forensic discipline in compliance with accreditation and national requirements.
12. Conducts laboratory audits of a forensic discipline for compliance with protocols and national standards (DAB, SWG, etc.).
13. Examines, identifies, and scientifically evaluates suspected evidence.
14. Utilizes physical, chemical, microscopic, photographic, comparative, classification, computer, molecular, biology, chromatographic, and visualization techniques and

instrumentation which may include capillary electrophoresis, ultraviolet spectrophotometry, infrared spectrophotometry, fluorescence spectrophotometry, electrophoresis, variable wavelength forensic light sources, spectrofluorimetry, radiography, gene sequencers, gas chromatography, mass spectrometry, etc.

15. Initiates and develops new standards files and other reference material for the purpose of a forensic discipline.
16. Prepares highly detailed, technical written reports to document scientific analyses and results.
17. Prepares written reports to communicate a forensic discipline's events and other information to management.
18. Communicates with officers and attorneys, attends pre-trial conferences, prepares exhibits for courtroom use, and provides expert testimony in courts throughout Arizona in order to present forensic evidence.
19. Remains current on scientific advancements in a forensic discipline through technical publications, presentations and training in order to apply appropriate methodologies.
20. Responds to crime scenes in order to gather, preserve, and move items of evidence to the crime laboratory for further scientific analysis.
21. Provides technical advice and guidance to criminalists to assist with difficult analyses.
22. Instructs law enforcement personnel in training schools throughout Arizona in the proper laboratory procedures of identifying, handling, and examining evidence.
23. Prepares bid specifications and evaluates new equipment, instruments, and other laboratory tools, as well as vendors, to provide recommendations on purchases.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. current laws, rules, and procedures concerning the activities of a crime laboratory.
2. principles and analytical procedures of chemistry, biochemistry, molecular and cellular biology, and related sciences.
3. the principles and practices of supervision.

SKILL IN:

1. the operation and maintenance of scientific equipment used in the performance of the job.

ABILITY TO:

1. accurately analyze and interpret scientific data.
2. define problems, establish facts, and draw valid scientific conclusions.
3. develop, evaluate, and review long-range plans.
4. organize, conduct, and evaluate scientific research.
5. plan, direct, and evaluate the human, material, and fiscal resources and production of a crime laboratory.
6. plan, organize, make efficient use of time, and manage multiple tasks.
7. provide expert testimony and undergo intense examination in court.
8. communicate technical information to various audience levels (scientists, officers, attorneys, etc.) in a group setting, or one-on-one.

9. prepare effective written communications containing technical and non-technical information for various levels of readership.
10. recognize minute differences in shape and form.
11. remain calm under stress.
12. work effectively with people at all levels of an organization, other law enforcement agencies and the public.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Required to safely handle hazardous specimens and materials (infectious, corrosive, carcinogenic, explosive, etc.)
May be required to move items weighing up to twenty (20) pounds.
May be required to travel statewide in the performance of the job.

MINIMUM QUALIFICATIONS:
Requires a master's degree from an accredited college or university with major course of study in chemistry, biology, toxicology or closely related physical or natural sciences with a minimum of thirty (30) semester hours in chemistry and twelve (12) semester hours relating to a specific forensic discipline.
Requires six (6) years of experience as a criminalist in a recognized crime laboratory, three (3) years of which must have been in a specific forensic discipline. An additional six (6) years of experience in a forensic discipline may substitute for a Master's degree.

Must successfully complete the examination process.
FLSA status – non-exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 19, 2001

Classification Established: January 19, 2001
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

FORMS MANAGEMENT COORDINATOR – Class Code 4405

SUMMARY STATEMENT:

Responsible for the design, implementation, and coordination of manual and electronic forms for the Department. Supervises related functions within the Department, including the print shop and mail distribution operations. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Designs and revises forms for manual and electronic systems.
2. Tests electronic applications and installs forms for electronic/form-fill applications.
3. Tracks and maintains forms used to support Department record keeping systems.
4. Coordinates forms management activities with the Information Technology Bureau to ensure compatibility with personal computer and/or mainframe computer applications.
5. Develops and maintains standards for forms design, construction, and printing specifications.
6. Evaluates forms-related suggestions received from sources throughout the Department to determine merit and applicability.
7. Makes recommendations on forms needs to meet customer and Department requirements.
8. Trains Department personnel in the use of electronic forms.
9. Oversees the timely and accurate completion of the work product within assigned Units.
10. Supervises subordinate personnel, interviews prospective employees, evaluates performance, and provides feedback and guidance.
11. Develops and administers the Unit budget.
12. Prepares and administers various contracts for forms development, printing, and mail-related services offered throughout the Department.
13. Coordinates consultant service agreement contracts and task orders.
14. Develops and updates policies and procedures of assigned area.
15. Prepares statistical and narrative reports.
16. May be required to serve as back-up to assigned personnel.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. system analysis methods and processes related to the design and implementation of forms.
2. paper and electronic forms design techniques.
3. forms management principles and practices.
4. the rules of English grammar and composition to prepare, review and edit documents.
5. the principles and practices of supervision of personnel.
6. applicable laws, rules, regulations, policies and procedures.
7. papers, inks, printing processes, and related equipment pertinent to paper forms.
8. modern office practices, procedures and equipment required to perform office functions in

an efficient manner.

SKILL IN:

1. the operation of a personal computer, keyboard devices and peripheral hardware.
2. the use of computer software programs, including spreadsheet, word processing, and forms and document design products (Adobe PhotoShop, Adobe Acrobat Professional and LifeCycle Designer).

ABILITY TO:

1. effectively communicate clearly, both orally and in writing at all levels.
2. present and demonstrate information methodically and logically in order to train users.
3. establish and maintain positive working relationships with those contacted in the course of assignment.
4. identify problems, analyze information, and develop viable solutions.
5. prepare and administer budgets and contracts.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

ADDITIONAL REQUIREMENTS:
May be required to travel to perform certain work functions.

MINIMUM QUALIFICATIONS:
Requires three (3) years of experience in the design, implementation, and management of manual and electronic forms, including one (1) year of experience using Adobe PhotoShop, Adobe Acrobat Professional and LifeCycle Designer, and one (1) year of experience in supervising subordinate employees.
Progression to the next pay level/step requires and overall performance rating of “Standard” in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: August 30, 2006

Classification Established: January 22, 1999
Revision Date(s): July 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

GENERATOR TECHNICIAN – Class Code 6324

SUMMARY STATEMENT:

Under direction, installs and maintains gas and diesel power generating plants and related electrical equipment in communication sites throughout the state; involves irregular hours and extensive in-state travel. Performs other duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Performs preventive maintenance on uninterrupted power supply systems, generators, and air compressors to maintain system operation and reliability to ensure uninterrupted power and continuous air supply to critical facilities, equipment and systems.
2. Repairs and maintains remote standby generator systems and prime power generators, to maintain and provide a reliable communications system and electric power to DPS employees.
3. Repairs, modifies, constructs, fabricates, installs and maintains building structures and equipment, (e.g. roofs, floors, walls, ceilings, foundations, generators, HVAC equipment, compressors, etc.) to provide safe conditions for employees.
4. Identifies and corrects building and equipment problems by performing carpentry, electrical, plumbing, painting, and HVAC work to maintain buildings and equipment in safe condition, prevent degradation of state property and systems, and prevent failures that would cause reduction in service.
5. Installs, repairs and maintains new and replacement generator systems to enhance communications systems reliability.
6. Inspects, tests, evaluates, calibrates and updates generator systems and wiring to improve reliability and to assure dependability and safety and compliance.
7. Removes, relocates, repairs, installs and tests electrical equipment (e.g. switches, conduit wiring, receptacle lights, circuits, etc.) to maintain electrical power in DPS buildings and structures, detect shorts and defective connections, and restore operation of non-functioning equipment.
8. Orders and stocks building supplies, materials and parts (e.g. evaporative motors, belts, hardware, paints, cooler pumps, bearings, fans, tools, plumbing parts, etc.) to replace materials consumed and assure their availability for assigned projects, scheduled maintenance, and emergency responses.
9. Welds various types of metal to repair or fabricate metal assemblies (e.g. racks, shelves, stands for equipment, etc.).
10. Analyzes electrical circuits, wiring diagrams and drawings, and installs, repairs, calibrates, services or replaces electrical devices and systems to prevent overload.
11. Responds to 24-hour emergency calls to repair remote generator systems.
12. Inspects facilities (e.g. houses, trailer, buildings, etc); equipment (e.g. fire safety, generators, compressors, etc.); systems (e.g. electrical, plumbing, power sources, etc.); and work of vendors to determine condition of facilities, safe operation of equipment, quality and safety of work, and scheduled maintenance.

13. Obtains telephone/written estimates and quotes of materials and equipment needed for repairs and the completion of job tasks.
14. Responds to 24-hour emergency calls for assigned work area to perform emergency building or equipment repairs during off-duty hours.
15. Provides direction, guidance and instruction to DPS personnel and other vendors/contractors in the correct operation of equipment and materials used to complete required maintenance activities.
16. Repairs, replaces or installs plumbing systems and components (e.g. water, sewer and drain lines, valves, faucets, etc) in DPS buildings and structures.
17. Repairs water, gas, electric or air pipes and lines in or under floors, walkways, and walls to repair leaks and breaks.
18. Plans and schedules corrective action and preventive maintenance to repair or modify defects and maintain operating condition of facilities and equipment.
19. Assesses critical loads of power requirements to power sources and generators to determine user needs of electrical and/or backup power.
20. Installs conduits and wires to provide power for employees.
21. Monitors weekly generator performance to maintain communication system reliability. Interprets wiring diagrams in order to install generator systems.
22. Instructs DPS personnel in understanding generator system operation and repair.
23. Communicates orally and in writing to notify supervisor and user groups of conditions of building and equipment and scheduling dates for repairs.
24. Documents work and purchase orders, travel claims, bids and material lists to account for materials purchased and time spent in completing work assigned.
25. Hangs, patches, textures and paints sheetrock and drywall to cover, repair or create various finishes on framed, existing, or damaged walls.
26. Installs, repairs and maintains wood and metal windows, doors, locks and closures.
27. Provides technical expertise to facilities personnel and outside contractors to assist them in understanding specific job requirements and in the planning for future expansion and projects.
28. Paints various structures and equipment (e.g. walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment.
29. Performs general maintenance work (e.g. trims trees in parking lots, sweeps floors, hangs pictures, etc.) to maintain a clean, safe work area for employees.
30. Supervises co-workers during the absence of area supervisor.
31. Oversees vendors and contractors to determine that work is correctly performed and completed in a timely manner, that the correct materials are utilized, and to assure that procedures meet state requirements.
32. Maintains cost, inspection, and maintenance records on generators and power systems to document maintenance work and equipment replacement.
33. Trains co-workers to perform preventive maintenance, produce monthly reports, and repair equipment.
34. Prepares reports of inspections and labor and material estimates to apprise supervisors of conditions of property and equipment and materials needed for repairs.
35. Coordinates and directs other DPS personnel in the temporary repair of remote generator systems.

36. Maintains cost, inspection, and maintenance records on generators and power systems to document maintenance work and equipment replacement.
37. Evaluates vendor bids to purchase necessary equipment and supplies for generator systems.
38. Creates project description documents to upgrade standby generator systems.
39. Remains current on job specific expertise through various sources (e.g. trade publications, trade shows, vendor communication, etc.) to keep abreast of the latest technological developments and products to improve generator reliability.
40. Relocates microwave communications sites to improve communication system performance with the assistance of other DPS personnel, and various equipment (e.g. crane, backhoe, loaders, etc.).
41. Assists various sections of DPS and other agencies in the design and installation of emergency generator systems.
42. Assists DPS personnel in the upgrading of towers and buildings.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. arithmetic to calculate amounts of materials needed and to measure materials to be laid out, cut, shaped, threaded, and joined.
2. local/state/federal plumbing codes to perform installation, maintenance, and repair work which will meet code requirements.
3. local/state/federal building codes to perform building maintenance and repair work which will meet code requirements.
4. local/state/federal plumbing codes to perform installation, maintenance, and repair work which will meet code requirements.
5. proper use and hazards of chemical materials (e.g. paints, wood primers, roof coatings, caustic acids).
6. applications of utility, generator, and UPS power and under what circumstances they are to be used.
7. generator system circuit boards.
8. fabrication techniques and equipment required.
9. math for calculations.
10. survival skills.
11. electrical principles and theories.
12. plumbing systems and operations.

SKILL IN:

1. repairing diesel, propane, and natural gas engines.
2. repairing large generators and alternators.
3. diagnosing and repairing generators (e.g. propane gas, natural gas, and diesel powered systems).
4. testing electrical components and taking equipment readings with various tools and meters to determine appropriate repairs.
5. the correct selection and safe use of various applicable hand, power and specialty tools.

6. troubleshooting diesel engines, 3-phase generators, and transfer switches as they apply to various equipment and systems when voltage, amperage, cycles and phases show defects.
7. the installation of emergency standby generator systems.
8. inspecting and determining repairs and replacements of materials and equipment.
9. accurately reading and interpreting blueprints, sketches and schematics as they relate to buildings and utilities services systems.
10. correctly applying methods, practices, and procedures in preventative maintenance, inspection, repair, renovation, and minor construction of buildings and utilities.
11. welding with gas and electric equipment.
12. operating heavy equipment (e.g. backhoe, trencher, forklift).
13. professionally brazing and/or soldering.
14. precisely operate gauges and testing equipment.
15. locating and repairing defects and abnormalities in electrical components.
16. troubleshooting mechanical systems to the most complex level.
17. installing plumbing required for diesel fuels, natural gases and liquid and vapor propane gases.
18. operating light and heavy duty equipment (e.g. truck cranes, backhoes, loaders, etc.).

ABILITY TO:

1. respond to emergency situations in an efficient and timely manner to effect immediate repairs.
2. work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments.
3. move heavy objects in compliance with OSHA regulations.
4. work with a minimum of supervision.
5. bend, crawl, and kneel to access areas requiring repair or installation.
   safely operate state vehicles and/or construction equipment in all weather conditions.
6. travel extensively as work load and schedule demands change.
   work individually or as a team member to complete work assignments satisfactorily.
7. accurately sketch, read and understand water, gas, electric or air piping layouts.
   understand and prioritize work plans to complete assignments with quality work.
8. be flexible in responding to changes in schedules and job priorities.
   evaluate facility conditions to determine work needed.
9. write reports and other documents legibly.
   follow up and complete work orders.
10. follow safety standards in working with multiple services, tools and equipment.
    communicate orally and in writing with team members, co-workers, employees, contractors and vendors to obtain and provide useful information.
11. distinguish frequencies and sounds, color codes and odors in the operation of equipment in order to troubleshoot for repairs.
12. plan emergency standby generator systems.
13. train personnel in generator operation and repair.

ADDITIONAL REQUIREMENTS

Must possess a valid AZ driver’s license.

MINIMUM QUALIFICATIONS:

Requires a high school diploma and two (2) years of journey-level experience in the repair and maintenance of standby generator and/or uninterrupted power supply systems. Education or technical training in a field related to power generating plants or related electrical equipment through a recognized trade union, technical school or equivalent, accredited college of university may substitute for one (1) year of the required experience. One year of work experience is equivalent to thirty (30) semester hours of coursework from an accredited college or university. Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 5, 1997

Classification Established: April 5, 1997
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

GIS COORDINATOR – Class Code 7626

SUMMARY STATEMENT:

Under general supervision, responsible for the technical, analytical and supervisory duties involved in the development, implementation and coordination of the Department's GIS system. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Conducts studies and prepares reports for management related to the operation and activities of the Department's GIS unit.
2. Performs spatial analysis that may include such activities as network modeling, advanced data layer merging, the use of map algebra or buffering and spatial databases.
3. Analyzes and programs very complex and specialized GIS spatial applications.
4. Develops, administers and maintains web site for the Internet and Intranet pertaining to GIS matters.
5. Analyzes information, maps, charts and graphs to reveal patterns, trends, hot spots and to ensure the integrity and applicability of information.
6. Coordinates the input of GIS data and dissemination of cartographic (map) output.
7. Develops long-range plans, goals, objectives and priorities to improve operational efficiency and effectiveness.
8. Supervises subordinate staff to provide direction and feedback and ensure assigned projects and tasks are completed in an accurate and timely manner.
9. Develops multi-year unit budgets, ensures the unit budget is in compliance with all department policies.
10. Tracks time-sensitive projects and assignments to ensure timely completion.
11. Resolves procedural and operational problems by interpreting or clarifying procedures or processes.
12. Performs mathematical calculations, statistical computations.
13. Coordinates consultant service agreement contracts and task orders.
14. Conducts needs assessments (e.g., equipment, software, hardware, etc.) to determine current and future needs, and to provide recommendations.
15. Researches, writes and administers grants.
16. Prepares and administers electronic and hardcopy of records for the creation and retirement of information.
17. Develops and provides GIS standards, training and guidance for GIS users within the Department.
18. Coordinates and oversees various special projects and/or graphics for presentations in support of the GIS system to Department employees and outside government entities and vendors.
19. Communicates with the general public, vendors, management, and contractors in order to coordinate and administer the use of GIS projects and data.

20. Represents the Department on committees and task forces by serving as a technical advisor in the exchange of information or in addressing specific needs with other agencies or organizations.
21. Prepares, processes and reviews written documents pertaining to work unit (e.g., correspondence, requisitions, requests for proposals, etc.) to ensure compliance with applicable laws, policies and procedures.
22. Remains current on job specific knowledge by attending training courses and professional organizational meetings, and reading job-related professional journals/publications.
23. Reviews research papers, analytical reports, programs and/or data trends to develop innovative approaches to problem solving and program evaluations, and to make recommendations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. modeling techniques such as GIS network modeling, surface modeling and/or complex spatial analysis involving integrated use of numerous data themes and layers, and synthesis involving complex map algebra, etc.
2. overlay analysis operations using both vector and raster tools.
3. database construction, developing normalized tables and interfacing with different database systems such as Access relational data repositories.
4. GIS spatial application development techniques.
5. writing scripts such as SQL, AML and various object-oriented programming languages.
6. quality control and quality assurance functions, primarily on cadastral, topographic and natural data layers.
7. the principles and practices of supervision of personnel.
8. digitizing and data manipulation procedures for geographic information systems.
9. symbols and terminology used in civil, architectural or electronic engineering drawings.
10. GPS equipment and operations.
11. documentation of standardized metadata.
12. data collection methods.
13. advanced mathematics and statistics.
14. the rules of English grammar and composition to prepare, review and edit documents.
15. modern office practices, procedures and equipment required to perform office functions in an efficient manner.
16. basic cartography methodologies.
17. GPS equipment and operations.

SKILL IN:

1. the use of applications such as MS SQL Server, ArcInfo, ArcView, ArcIMS, Image Analysis, Network Analysis, ArcPublisher, Access, ATAC, CATS, Crime Analysis, SDE and/or ArcStorm.
2. the use of various problem-solving techniques.
3. the interpretation of graphic representations of infrastructure and the use of graphic materials such as blueprints, as-builts, site plans and legal descriptions in order to illustrate or clarify information.
4. project management in order to ensure established goals and objectives are met.

5. auditing existing applications and those in the development phase to ensure accuracy, quality and integrity.
6. composing, editing and proofreading a variety of correspondence, reports and forms.
7. the use of computer keyboard devices.
8. coordinating and integrating information systems.
9. designing and testing complex database structures for storage and manipulation of spatial data.
10. geographic data processing and analysis.

ABILITY TO:

1. work under stressful or changing conditions with frequent interruptions.
2. work effectively as a team member.
3. identify spatial data needs for complex analyses and assess adequacy of existing data to meet these needs.
4. exercise initiative and make independent decisions.
5. gather, manipulate, analyze, interpret and present statistical data.
6. independently perform detailed work of a difficult nature with a high degree of accuracy.
7. make presentations to small and large audiences.
8. effectively communicate orally and in writing at all levels.
9. exercise sound judgment in safeguarding confidential or sensitive information.
10. interpret and summarize complex written and oral information.
11. organize, prioritize and perform multiple tasks.
12. establish and maintain effective working relationships with those contacted in the course of assignments.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

ADDITIONAL REQUIREMENTS:
Travel may be required.

MINIMUM QUALIFICATIONS:
Requires a Bachelor's degree in GIS, Geography, Engineering, Computer Science or a related field from an accredited college or university and three (3) years professional-level experience in the design, development, implementation and administration of geographic information systems, including analysis and database development and integration. Previous law enforcement experience is desirable. Must have and maintain a valid Arizona driver license.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 29, 2007

Classification Established: February 3, 2001
Revision Date(s): June 2006, January 2007

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

GIS SPECIALIST – Class Code 7628

SUMMARY STATEMENT:

Under general supervision provides support in the preparation and maintenance of the Department's Geographic Information Systems (GIS) databases, coverages, and various linkages to other databases in support of the Department's law enforcement activities. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Develops customized maps, views and coverages. Defines and establishes mapping boundaries.
2. Creates linkage of GIS map files/attributes to various system databases. Integrates GIS databases with multiple layers.
3. Maintains and updates databases using GIS computer-aided drafting and other software.
4. Provides training and instruction on GIS applications and practices to internal and external law enforcement personnel.
5. Develops and implements new GIS applications, changes, improvements and upgrades.
6. Prepares detailed reports to document work completed, procedures utilized and project status.
7. Prepares and presents graphic presentations (matrices, charts, graphs, etc.) to improve information presentation and comprehension.
8. Receives, reviews and processes various forms, reports, correspondence and spatial data from other government entities.
9. Performs quality assurance of GIS data to ensure conformance with Department standards.
10. Maintains copies of electronic/hardcopy records in accordance with retention standards.
11. Attends training and seminars to maintain proficiency and to learn of trends and new developments in the field.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. database design and management related to GIS.
2. digitizing and data manipulation procedures for GIS.
3. basic cartography methodologies.
4. standardized metadata.
5. research and data collection methods.

SKILL IN:
1. the use of computer hardware, keyboards, peripheral devices and word processing software.
2. the use of industry standard GIS related software, such as ArcView, ArcInfo, ArcIMS, etc.
3. prioritizing tasks to meet deadlines in stressful or changing conditions.
4. the use of GPS equipment and operations.
5. composing, editing and proofreading a variety of correspondence, reports, and forms.
6. designing and testing database structures for storage and manipulation of spatial data.

7. establishing and maintaining effective working relationships with staff, coworkers, and representatives from other agencies, including those contacted in the course of conducting business.
8. mathematical calculations.
9. communicating orally and in writing.
10. troubleshooting hardware and software problems.

ABILITY TO:

1. exercise sound judgment in safeguarding/disseminating confidential or sensitive information.
2. plan, organize, coordinate, and prioritize multiple tasks and projects to complete job functions in an orderly, efficient manner.
3. become familiar with law enforcement and/or industry-specific terminology.
4. interpret and summarize complex written and oral information.
5. work under stringent deadlines.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

ADDITIONAL REQUIREMENTS:
Travel may be required.

MINIMUM QUALIFICATIONS:
Requires a Bachelor's Degree in GIS, Geography, Computer Science or closely related field from an accredited college or university and a minimum of one (1) year of experience in GIS; OR an equivalent combination of education and experience for a total of five (5) years. Must have and maintain a valid Arizona driver license.
NOTE: One year of work experience is equivalent to thirty (30) semester hours of coursework from an accredited college or university
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 29, 2007

Classification Established: January 29, 2007
Revision Date(s):

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

GRAPHIC DESIGNER – Class Code 4410

SUMMARY STATEMENT:

Designs and implements manual and electronic forms for the Department and monitors and coordinates the use of forms. May supervise related functions within the Department. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Develops and updates policies and procedures of assigned area.
2. Prepares statistical and narrative reports.
3. Develops and administers unit budget.
4. Performs cost/benefit analysis, prepares bid specifications, evaluates vendor responses, and administers contracts for services.
5. Designs and revises forms for manual and electronic systems.
6. Tests electronic applications and installs forms for electronic/form-fill applications.
7. Tracks and maintains forms used to support Department record keeping systems.
8. Coordinates forms management activities with the Information Systems Services Section to ensure compatibility with personal computer and/or mainframe computer applications.
9. Develops and maintains standards for forms design, construction, and printing specifications.
10. Evaluates forms-related suggestions received from sources throughout the Department to determine merit and applicability.
11. Makes recommendations on forms needs to meet customer and Department requirements.
12. Trains Department personnel in the use of electronic forms.
13. May supervise related functions, such as the agency print shop and mail distribution operations.
14. Evaluates employee performance.
15. Inspects and controls the work product.
16. May be required to serve as back-up to assigned personnel.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. system analysis methods and processes related to the design and implementation of forms.
2. paper and electronic forms design techniques.
3. forms management principles and practices.
4. applicable laws, rules, regulations, policies and procedures.
5. papers, inks, printing processes, and related equipment pertinent to paper forms.
6. modern office practices, procedures and equipment required to perform office functions in an efficient manner.

SKILL IN:

1. the operation of a personal computer and peripheral hardware and integrated software for forms design and management.

ABILITY TO:

1. effectively communicate clearly both orally and in writing at all levels.
2. present and demonstrate information methodically and logically in order to train users.
3. establish and maintain positive working relationships with those contacted in the course of assignment.
4. identify problems, analyze information, and develop viable solutions.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

ADDITIONAL REQUIREMENTS:
May be required to travel to perform certain work functions.

MINIMUM QUALIFICATIONS:
Requires three (3) years of experience in the design, development, implementation, and management of manual and electronic forms. One (1) year of related education (e.g., desktop publishing, Computer Aided Design Drafting (CADD), computer science, etc.) may substitute for one (1) year of the required experience.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: January 3, 1998
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

HAZARDOUS MATERIALS COORDINATOR – Class Code 6910

SUMMARY STATEMENT:

Under direction, is responsible for work of considerable difficulty in the design, implementation, and administration of the program to regulate and enforce federal, state, and local laws, ordinances, and regulations pertaining to hazardous material storage, transportation and handling. Performs related duties as assigned.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Coordinates hazardous materials (haz mat) enforcement and response to insure efficient and effective programs.
2. Develops, administers, and evaluates statewide haz mat program to enforce US DOT federal hazardous materials transportation regulations. Coordinates the adoption of haz mat transport regulations to insure that state and federal regulations are consistent. Advises and assists law enforcement personnel in the application of the regulations.
3. Serves as DPS Hazardous Materials Safety Officer to insure compliance with hazardous materials emergency response regulations and operating procedures.
4. Prepares a variety of reports to provide information and insure compliance with programs and applicable laws. Establishes and maintains files, records and reports essential to the haz mat regulations enforcement and haz mat emergency response programs.
5. Answers inquiries concerning hazardous materials shipping and transportation.
6. Develops and implements policies and procedures to insure compliance with medical surveillance, safety, equipment, training and operations for haz mat emergency response operations. Reviews and revises response procedures to increase efficiency and effectiveness.
7. Represents the Department on matters related to hazardous materials regulations, enforcement, and emergency response operations on the local, state, and national levels.
8. Conducts roadside safety checks of commercial vehicles to insure compliance with the US DOT federal haz mat regulations.
9. Coordinates the activities of personnel responding to haz mat incidents.
10. Develops and/or conducts a wide variety of presentations and training programs to provide general or technical information on hazardous materials unit functions or emergency response operations. Prepares visual aids (e.g., color slides, flip charts and briefing materials) for use in oral presentations.
11. Assists with the preparation of the Unit budget.
12. Prepares case information and evidence concerning US DOT federal hazardous materials regulations violations.
13. Recommends acquisition of new equipment needed for haz mat enforcement and emergency response operations.
14. Provides technical advise on explosives to the DPS Bomb Squad.
15. Develops plans for preparing for, responding to, identifying and operating at a Weapons of Mass Destruction (WMD) incident. Reviews agency procedures and readiness for a WMD response. Develops and performs inspection procedures on DPS personal protective equipment for WMD incident suitability.

16. Testifies as an expert witness for court trials, legislative and/or administrative hearings involving the haz mat regulations.
17. Maintains proficiency in all tasks and requirements related to assignment and AZ POST certification for specialty officers.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLDEDGE OF:
1. federal, state, and Department operating procedures specific to the assignment.
2. applicable federal, state and local laws, rules, and regulations.
3. leadership and management principles required for supervising the operations of a hazardous materials emergency response incident.
4. firefighting methods and techniques.
5. the procedures required to operate or utilize specialized/emergency equipment (i.e. motor vehicles, two-way radios, chemical measurement and detection instruments, self-contained breathing apparatus, personal protective equipment, etc.).
6. instruction and training methods.
7. conventional investigative techniques and procedures, and procedures specific to explosives and hazardous materials.

ABILITY TO:
1. evaluate information in an emergency or non-emergency situation and make timely decisions on proper responses.
2. establish and maintain effective working relationships with those contacted in the course of assignment.
3. communicate orally and in writing to present information in a logical and understandable format.
4. utilize visual aids and equipment (i.e. 35-mm camera, color slide projector, VCR, overhead transparency projector, flip charts, etc.) for preparing presentations.

MINIMUM QUALIFICATIONS:
Requires: Certification as a Hazardous Materials Specialist as required by the U.S. Department of Occupational Safety and Health Administration (OSHA); Certification as a specialty officer with the Arizona Peace Officer Standards and Training Board (AZ POST); and three (3) years of professional experience in handling, storing, and transporting hazardous materials.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 3, 1998

Classification Established: June 13, 1991
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

HUMAN RESOURCES SPECIALIST – Class Code 5702

SUMMARY STATEMENT:

Under general supervision, performs complex clerical and technical paraprofessional functions in one or more areas of Human Resources. This classification may assist professional staff in one or more functional areas including recruitment, selection, classification, compensation, position control, and other related areas. Performs related duties as assigned.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Reviews and processes Personnel/Position Action Requests (P/PARs) to ensure accuracy and completion of various personnel/position changes (e.g. new hires, promotions, transfers, salary increases, etc.).
2. Inputs personnel/position changes and other information (e.g. call signs, classifications, salaries, locations, authorized access, etc.) into computerized databases.
3. Updates and maintains various logs/reports (e.g. P/PARs, position control reports, etc.).
4. Provides information to employees/responds to questions regarding personnel action requests and records all personnel actions, and related documents; verifies accuracy and conformance to policy and regulations.
5. Credits accrual rates/leave balances of employees with prior state service.
6. Provides assistance and information to employees, applicants and other agencies on Human Resources functions, activities and services.
7. Schedules applicant testing; monitors, scores and records employment tests in area of assignment.
8. Participates in information gathering, verification, and response to routine compensation surveys and related inquiries in the areas of classification and compensation.
9. Researches and answers questions from e-mail, in-person and telephone contacts from the general public and employees involving a variety of areas, including: recruitment and procedures relevant to employment, classification and compensation matters, Merit System Rules, policies, practices, salary structure, general referrals to departments or service areas.
10. Prepares letters, memos, routine reports, and other correspondence and documents.
11. Creates and maintains complex clerical, statistical and personnel records using a PC and available software.
12. Establishes, updates and maintains manual and automated filing systems to store and track records/information.
13. Creates, maintains, updates and tracks confidential files/information ensuring accuracy and completeness.
15. Coordinates and provides assistance with research and/or staff studies for programs or projects within functional area.
16. Prioritizes and tracks time sensitive assignments to ensure timely completion.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. records management systems (both manual and automated).
2. business English, spelling, grammar, and punctuation.
3. general human resources policies/procedures.
4. local, state and federal laws and regulations applicable to assignment.

SKILL IN:
1. composing, editing and proofreading a variety of correspondence, reports or forms.
2. the use of computer keyboard devices.
3. the use of computer software programs.

ABILITY TO:
1. work under minimal supervision.
2. comprehend and make inferences from material written in the English language.
3. exercise good judgment in safeguarding confidential or sensitive personnel information.
4. establish and maintain effective working relationships with those contacted in the course of assignment.
5. effectively communicate both orally and in writing.
6. organize and prioritize multiple tasks.
7. calculate mathematical problems of moderate difficulty.
8. understand written and verbal instructions to complete assigned tasks accurately.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting

ADDITIONAL REQUIREMENTS:
May be required to travel to perform certain work functions.
May be required to possess and maintain a valid Arizona driver license.

MINIMUM QUALIFICATIONS:
Requires three (3) years of progressively responsible clerical experience or one year of experience in a human resources office or any combination of experience and related education from an accredited college or university that meet the minimum requirements.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: December 13, 2005

Classification Established: December 13, 2005
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

HUMAN RESOURCES ANALYST – Class Code 5703

SUMMARY STATEMENT:

Performs professional human resources work in one or more of the Department's human resources areas. This classification is responsible for planning, coordinating, and participating in human resources functions including recruitment/selection, classification/compensation, test development, employee programs, employee benefits and other related areas. Incumbents perform work requiring considerable independence, initiative, and judgment in combining a broad scope of professional human resources knowledge and comprehensive analytical judgment to resolve a variety of complex human resources problems. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

Common to all areas:

1. Interprets, explains, and presents human resources issues, policies and procedures to employees, management, outside agencies, and the public.
2. Prepares various reports, charts, memos, correspondence, etc.
3. Calculates various types of information (e.g., test scores and final ranking order, monthly retirement pension, salary survey results, etc.).
4. Performs research to respond to employee inquiries and/or to gather information for assignments/projects.
5. Remains current on job specific knowledge by attending training courses and professional organizational meetings, and reading job-related professional journals/publications.
6. Maintains files within the guidelines of the applicable records retention schedule.
7. Generates various computerized lists/reports.
8. Assists in the development and improvement of Department programs and section policies/procedures.
9. Serves on various committees within and outside the Department.
10. Responds to formal or informal surveys regarding Department salaries, benefits, classifications, etc.

Recruitment / Selection:

1. Screens applications in order to determine applicants' qualifications.
2. Coordinates background investigations of prospective employees.
3. Recruits applicants by preparing advertisements, representing the Department at career fairs, etc.
4. Coordinates the hiring of new employees.
5. Schedules, administers and scores applicant examinations.
6. Analyzes candidate information to determine employment and/or promotional eligibility.
7. Analyzes assessment results by using appropriate software (e.g., spreadsheet, statistical, human resources tracking, etc.) in order to identify trends, standardize test results, etc.

Classification / Compensation:

1. Conducts job analyses and position audits to determine appropriate job classifications.
2. Develops job descriptions.
3. Conducts salary surveys and analyzes results to determine appropriate compensation of classifications.
4. Interviews and observes incumbents and supervisors in order to establish job requirements of classifications.
5. Schedules, administers and scores applicant examinations.
6. Analyzes candidate information to determine promotional eligibility.
7. Analyzes classification data by using appropriate software (e.g., spreadsheet, statistical, human resources tracking, etc.) in order to identify trends.

Test Development:

1. Analyzes test item results to determine accuracy, reliability, and validity of tests.
2. Develops and constructs valid selection instruments (e.g., multiple choice exams, training and experience supplements, qualifications appraisal boards, performance exams, etc.).
3. Determines the tasks, knowledge, skills and abilities required to be tested in accordance with Law Enforcement Merit System Council (LEMSC) rules.
4. Analyzes assessment results by using appropriate software (e.g., spreadsheet, statistical, human resources tracking, etc.) in order to identify trends, standardize test results, etc.
5. Researches, sources and documents written test items.
6. Provides direction to subject matter experts in terms of creating, reviewing and evaluating assessment materials.

Employee Programs:

1. Coordinates various Department programs (e.g., Drug Free Workplace (DFW), Wellness, Americans with Disabilities Act (ADA), etc.).
2. Explains and provides direction to employees regarding the Employee Assistance Program (EAP).
3. Monitors and/or acts as a liaison with various contracted services staff to ensure compliance with contract/protocols.
4. Prepares and administers operating budget for various programs under the direction of the supervisor.
5. Procures services, contracts, memberships, equipment, etc. for various programs.
6. Trains employees on various programs/issues.
7. Reviews and processes various employee forms to ensure accuracy and completion of changes/requests.

Employee Benefits:

1. Coordinates various Department programs (e.g., Donated Leave, Employee Discounts, Leave Amortization, Family and Medical Leave Act (FMLA), Consolidated Omnibus Budget Reconciliation Act (COBRA), etc.).
2. Coordinates insurance plans (e.g., health, dental, life, disability, etc.), including annual open enrollment.
3. Coordinates sworn employee retirements. Serves as the local Public Safety Retirement Board secretary.
4. Analyzes statutes, legislative proposals, bids and contracts affecting the benefits area.

5. Trains employees on various programs/issues (e.g., New Employee Orientation, etc.).
6. Acts as a liaison with the Department of Administration in order to resolve issues and clarify policy.
7. Reviews and processes various employee forms to ensure accuracy and completion of changes/requests.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. state and federal laws, statutes, regulations, etc. pertaining to human resources issues.
2. the principles and practices of human resources administration.
3. job analysis methodology.
4. statistical concepts and methods as they apply to test and salary data.
5. the rules of English grammar and composition to prepare, review and edit documents.
6. modern office practices, procedures and equipment to perform office functions in an efficient manner.

SKILL IN:
1. analyzing information and drawing valid conclusions.
2. the use of computer software programs.
3. the use of computer keyboard devices.

ABILITY TO:
1. establish and maintain effective working relationships with those contacted in the course of the assignment.
2. organize, prioritize and perform multiple tasks.
3. maintain confidentiality and security of human resources information and documents.
4. exercise independent initiative and judgment.
5. remain calm under stressful, highly visible conditions.
6. work within stringent deadlines to complete assignments.
7. exercise diplomacy and tact when dealing with people in sensitive situations.
8. maintain objectivity when dealing with human resources-related matters.
9. analyze and make decisions in accordance with laws, regulations, policies and procedures.
10. perform detailed work with a high degree of accuracy.
11. work with minimal supervision.
12. apply active listening techniques to obtain complete and accurate information.
13. conduct research, gather information and analyze a variety of data.
14. anticipate possible problems, actions or results and plan for them in advance to achieve goals.
15. effectively communicate orally and in writing at all levels.
16. calculate mathematical problems involving addition, subtraction, multiplication and division.
17. make presentations to small and large audiences.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

ADDITIONAL REQUIREMENTS:
May be required to travel to perform certain work functions.

MINIMUM QUALIFICATIONS:
Requires a Bachelor's degree in human resources, business or public administration, or a related field from an accredited college or university, and two (2) years of professional human resources experience or four (4) years of paraprofessional human resources experience.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: October 3, 1998
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

HUMAN RESOURCES ASSISTANT – Class Code 5701

SUMMARY STATEMENT:

Performs clerical and technical functions related to the Department's human resources activities. This classification has extensive public contact duties to provide information or explain procedures. In addition, this classification performs human resources record-keeping and related functions. Incumbents normally function within a defined set of procedures/guidelines and are expected to handle day-to-day work with unusual problems being referred to a supervisor. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Screens incoming telephone calls in order to provide assistance or refer call to appropriate staff member.
2. Greets visitors to the section, providing assistance and/or referring to other section staff members.
3. Enters various information into computerized databases.
4. Files documents, maintaining confidentiality of employment records, and purging outdated records.
5. Prepares and issues identification cards.
6. Maintains logs of various items.
7. Assists analysts with special projects.
8. Orders, issues, and tracks various items (e.g., service award pins, badges, etc.).
9. Provides clerical support (e.g., copying, sorting, assembling, filing, typing, etc.).
10. Receives, and reviews for completeness, employment applications and other human resources forms.
11. Sorts and distributes section incoming mail and prepares outgoing mail.
12. Accesses criminal history databases to obtain pre-employment background information.
13. Researches and prepares written and statistical reports.
14. Verifies employment of current and past employees, by telephone or in writing.
15. Completes and maintains job interest cards.
16. Updates public job posting board.
17. Processes fingerprint cards.
18. Coordinates with data processing staff to resolve various database issues.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. business English, spelling, grammar, and punctuation.
2. modern office practices, procedures and equipment required to perform office functions in an efficient manner.
3. records management systems (both automated and paper files) to ensure accurate maintenance of files and ease of retrieval.
4. basic mathematics.

SKILL IN:

1. the use computer software programs.
2. the use of computer keyboards devices.

ABILITY TO:

1. organize, prioritize, and perform multiple tasks.
2. establish and maintain effective working relationships with those contacted in the course of the assignment.
3. type and input data at a speed necessary for adequate job performance.
4. work under minimal supervision.
5. effectively communicate orally and in writing at all levels.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

MINIMUM QUALIFICATIONS:

Requires any combination of office clerical experience (including public contact) and related education from an accredited college or university to total two (2) years.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: October 3, 1998
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

HUMAN RESOURCES MANAGER– Class Code 5708

SUMMARY STATEMENT:

Responsible for the professional personnel management and administrative responsibilities of the Department's Human Resources Bureau. Work includes the planning, development and implementation of the activities in the areas of recruitment and selection, classification/compensation, test development, employee benefits, employee assistance, equal employment law compliance, ADA compliance, FMLA compliance, Department personnel records, and position control.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Assumes full management responsibility for all functions, activities and staff of the Human Resources Bureau.
2. Manages the development and implementation of Human Resources department, goals, objectives, policies and priorities for each function.
3. Interprets and explains Personnel Rules and Federal and State regulations to Department heads, managers, and supervisors and other employees.
4. Prepares and administers the human resources budget and exercises control over expenditures.
5. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of human resource management.
6. Responds to, and resolves sensitive personnel management issues.
7. Consults with the Attorney General's Office regarding employment law related issues.
8. Participates on a variety of boards and commissions. Supervises the maintenance, confidentiality, and legal retention of personnel records, statistics and files.
9. Reviews State and Federal legislation, court decisions, administrative rulings and related matters to determine if Department human resource practices and polices are in compliance with relevant laws.
10. Reviews and approves personnel actions.
11. Assures that personnel policies and actions comply with the Department's equal employment opportunity policy.
12. Consults with Department heads on a variety of issues and assists in their resolutions;
13. Identifies opportunities for technological advancement and implements any changes to enhance the applications managed by Human Resources.
14. Reviews and analyzes reports, legislation, court cases, and related personnel matters; prepares the initial responses for legal actions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. principles and practices of personnel management.

2. modern supervision and evaluation techniques.
3. principles and practices of recruitment, classification/compensation, selection and employee relations.
4. federal, state and local regulations governing human resources, including EEO/Affirmative Action, Fair Labor Standards Act, Americans with Disabilities Act, Family and Medical Leave Act, Age Discrimination in Employment Act.
5. the operation of a personal computer and various software applications for word processing, spreadsheets, etc.
6. modern public relations practices and techniques.
7. classification and pay systems.
8. current trends in personnel management and administration.

SKILL IN:

1. the interpretation and application of rules, regulations, and policies.
2. effectively communicating with all levels of staff and the general public.
3. establishing and maintaining effective working relationships with other employees, supervisory personnel, public safety entities and the public.

ABILITY TO:

1. manage and lead a multi-disciplined staff.
2. supervise and evaluate the work of subordinate personnel.
3. review and evaluate programs and policies, and develop and implement new processes.
4. perform research and make sound recommendations.
5. formulate reports, compose correspondence.
6. use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
7. analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
8. communicate clearly and concisely, both orally and in writing.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Office setting.

ADDITIONAL REQUIREMENTS:

May be required to travel to perform certain work functions.
May be required to possess and maintain a valid Arizona driver license.

MINIMUM QUALIFICATIONS:

Requires a Bachelor's degree from an accredited college or university in human resources management, personnel administration or other closely related field; and a minimum of five years of recent progressively responsible experience in personnel management and administration.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: May 1, 2006

Classification Established: May 1, 2006
Revision Date(s): July 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

HUMAN RESOURCES SUPERVISOR – Class Code 5704

SUMMARY STATEMENT:

Performs highly responsible professional level human resources work in one or more of the Department's human resources areas. This classification is responsible for planning, organizing and supervising one or more human resources functions including recruitment/selection, classification/compensation, employee programs, employee benefits, position control, employee records, test construction/validation, clerical staff, and other related areas. Incumbents have substantial supervisory and program development/management responsibility requiring advanced decisions and determinations subject to review and approval by the Human Resources Commander/Manager. Supervision is exercised over professional, paraprofessional, technical and clerical staff. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Supervises the work unit and personnel, which includes: interviewing prospective employees; providing and/or recommending training; coordinating, scheduling and assigning work product; establishing performance measures, goals, objectives and priorities; evaluating work performance; providing feedback, direction and guidance; keeping personnel abreast of new or revised information; answering questions; and recommending and/or implementing personnel actions. Prioritizes and assigns tasks and projects to staff; tracks and reviews work progress.
2. Edits/revises various written documents produced by unit staff (e.g., job descriptions, advertisements, Law Enforcement Merit System Council (LEMSC) agenda items, salary/hiring recommendations, etc.).
3. Gathers, summarizes and analyzes a variety of information and uses this information to make recommendations with significant impact on employees.
4. Consults with the LEMSC Business Manager to provide and obtain information and ensure the consistent administration of human resources programs/procedures.
5. Interprets and enforces human resources-related Department policies/procedures.
6. Analyzes and adjusts unit policies/procedures to ensure consistency and maximum productivity.
7. Composes and prepares various formal written documents.
8. Assists in the development, implementation and tracking of section goals/policies/procedures and Department programs.
9. Maintains currency in the principles and practices of human resources.
10. Serves on various committees within and outside the Department.
11. Develops and reviews selection tests.
12. Generates various computerized lists/reports (e.g., job analysis results, test results, etc.).
13. Recruits applicants by preparing advertisements, representing the Department at career fairs, etc.
14. Administers the Department-approved pay plan.
15. Supervises and participates in the evaluation of positions to determine the proper classification of each.

16. Develops recruitment policies and procedures to ensure compliance with Department policies and state and federal laws.
17. Conducts training regarding Human Resources' procedures and policies.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. the principles and practices of human resources administration.
2. laws applicable to employment practices.
3. business English, grammar, spelling and punctuation.
4. the principles and practices of supervision.
5. coaching and training techniques.
6. research and statistical methods applicable to human resources management.

SKILL IN:
1. oral communication, both one-on-one and in presenting information to groups.
2. the use of computer keyboard devices.
3. the use computer software programs.
4. performing mathematical calculations.

ABILITY TO:
1. exercise good judgment in safeguarding confidential or sensitive information.
2. compose written material for all levels of readership within and outside the agency.
3. work under stressful, highly visible working conditions.
4. work within stringent deadlines to complete projects and assignments.
5. interpret, analyze and evaluate data and information and make decisions concerning complex problems.
6. work with minimal supervision and make independent decisions within scope of assigned function.
7. identify problems and develop viable solutions.
8. establish and maintain effective working relationships with those contacted in the course of the assignment.
9. organize and prioritize multiple tasks and projects.
10. analyze recommendations in classification, compensation, recruiting and selection.
11. prepare and deliver oral presentations.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

MINIMUM QUALIFICATIONS:
Requires a Bachelor's degree in human resources, business or public administration, or a related field from an accredited college or university and four (4) years of professional human resources experience.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: October 3, 1998
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

INFORMATION SERVICES MANAGER – Class Code 7695

SUMMARY STATEMENT:

Under administrative direction, directs, coordinates, and exercises functional authority for planning, organizing, controlling, integrating, designing, implementing, and enhancing information systems and services for the Department. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL TASKS (not intended to be all inclusive):

1. Through subordinate supervisors, manages and directs staff activities to provide timely services to other work units throughout the Department of Public Safety (DPS) and ensure efficient daily operation of the Information System Services Section and accountability and adherence to applicable laws, policies and procedures using principles of management and technical expertise.
2. Establishes performance measures, goals, objectives and priorities for subordinate staff using principles of management and technical expertise.
3. Directs the development, design, re-design, implementation, and enhancement of manual and automated systems to increase efficiency, customer service and employee productivity using principles of management and technical expertise.
4. Designs computer networks to develop secure and efficient L/WANs, meet customer needs, and alleviate complex network traffic using technical expertise.
5. Monitors and evaluates computer systems to ensure each system and network performance is at its peak operating capacity and efficiency level using technical expertise.
6. Defines, composes, and implements Section goals and objectives to improve DPS efficiency through automation and ensure Section goals are in line with DPS goals and objectives using knowledge of DPS goals and objectives, and written and oral communication skills.
7. Reviews and coordinates the planning and execution of system upgrades and equipment replacement projects to ensure system outages are kept to a minimum using oral communication and project management techniques.
8. Conducts needs assessments of user requirements to determine current and future needs (e.g. for updated equipment, programs, etc.) and develops and/or revises programs specific to assigned Section using technical expertise and needs assessment techniques.
9. Administers the Section budget and oversees the expenditures and budget allotments to ensure the Section has sufficient funding throughout the fiscal year using budgetary skills, spreadsheet software, manual and automated reports.
10. Conducts research and recommends actions to replace current methodologies and processes at DPS using a personal computer, Internet, and technical expertise.
11. Prepares and submits written documents of an administrative and technical nature to communicate information using written communications and a personal computer.
12. Supervises the design, direction, coordination and daily operation of services and programs specific to the Section to ensure timely delivery of services using supervisory skills and technical expertise.

13. Interprets and disseminates information to inform employees and provide responses to their questions using oral/ written communications and technical expertise.
14. Reviews and interprets technical materials to ensure effective communication and decision making occurs using written communications.
15. Acquires and/or assures the acquisition of, designs, develops, and/or presents training for subordinate staff to enhance and increase technical knowledge and skills using principles and techniques of staff development, technical expertise, and interpersonal skills.
16. Monitors projects to ensure they are completed on time and within budget using oral and written goals and objectives as well as automated systems.
17. Monitors HELP Desk service requests to ensure total number of open requests do not exceed acceptable levels using a personal computer and tracking system.
18. Prepares and conducts briefings presentations to management or other executives to report information and answer questions using technical expertise and oral communications skills.
19. Approves the acquisition of hardware and software to ensure items are in compliance with Section policies and strategies using written documentation and oral communication.
20. Monitors and evaluates employees' work performance to advise staff of the requirements and expectations of their positions and provide feedback using direct observation and oral/written communications.
21. Represents the department, division, bureau, section, and/or unit at public hearings, meetings, committees or task forces to present evidence or information, or support the department's interests using oral communications and technical expertise.
22. Interviews prospective employees to select the best qualified candidates for vacant positions using interviewing techniques and technical expertise.
23. Remains current on job-specific procedures through training courses, professional associations, and trade publications to apply appropriate methodologies.
24. Reviews and updates policies and procedures to ensure the proper distribution of criminal justice information is available to customers using a personal computer and written documentation.
25. Attends meetings or conferences to obtain or disseminate information regarding assigned work area issues and programs.

KNOWLEDGES, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. planning and research principles and practices, including operational and long-range strategic planning.
2. the principles and techniques of developing performance and productivity standards.
3. federal, state and local programs and resources regarding area of assignment.
4. crisis management techniques.
5. various applications software (e.g. word processing, spreadsheet, presentation, database, etc.).
6. the technology and terminology of automated systems.
7. interviewing techniques for the purpose of recommending staff selections.

SKILL IN:

1. project management (e.g. planning, costing, organizing, coordinating, and supervising projects of varying size and magnitude.).

2. oral communications.
3. the use of computer (e.g. mainframe, UNIX, microcomputer, network, etc.) hardware and peripherals (e.g. hard drive, disk drives, monitors, keyboards, printers, modems, etc.).
4. written communications for both administrative and technical purposes.

ABILITY TO:

1. monitor trends, forecast change, identify future agency needs and initiate change.
2. develop feasible short and long range plans and goals.
3. develop effective operating procedures to direct work functions.
4. make oral presentations before groups of people.
5. direct and manage a professional, multi-disciplined staff.
6. evaluate subordinates' work.
7. develop and maintain effective interpersonal relations.
8. identify problems and develop resolutions in both routine and emergency situations.
9. analyze complex and detailed information.

MINIMUM QUALIFICATIONS:

Requires two (2) years experience supervising a major sub-division of the information systems function of a large mainframe and networked environment; OR an equivalent combination of education and experience.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 3, 1998

Classification Established: January 3, 1998
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

INFORMATION TECHNOLOGY PROJECT MANAGER – Class Code 7697

SUMMARY STATEMENT:

Under administrative direction, works with the Information Technology Bureau Manager to direct, coordinate, and exercise functional authority for planning, organizing, controlling, integrating, designing, implementing, and enhancing information systems and services for the Department. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Works with the Information Technology Bureau Manager in designing and directing staff activities and programs to provide timely services to other work units and customers throughout the Department. Helps ensure efficient daily operation of the Information Technology Bureau and accountability and adherence to applicable laws, policies, and procedures using principles of management and technical expertise.
2. Defines, composes and implements Bureau goals and objectives to improve Department efficiency through automation while ensuring alignment through Departmental goals and objectives.
3. Supervises and develops a cohesive work team, which includes: interviewing, development and delivery of training, establishing performance standards and providing constructive feedback based on evaluating employee performance.
4. Assists in directing the development, design, re-design, implementation, and enhancement of manual and automated systems to increase efficiency, customer service, and employee productivity using principles of management and technical expertise.
5. Participates in the designs of computer networks to develop secure and efficient LAN/WAN, meet customer needs and alleviate complex network traffic using technical expertise.
6. Monitors and evaluates computer systems to ensure each system and network performance is at its peak operating capacity and efficiency level.
7. Researches and recommends actions to replace and update current methodologies and processes.
8. Researches, reviews and interprets technical material to evaluate options and make recommendations to management on the acquisition/upgrade of automated systems and hardware/software, and coordinates their planning and implementation to ensure proper compliance.
9. Conducts needs assessments of user requirements to determine current and future needs and develops and/or revises programs specific to assigned Section.
10. Participates in administering the Bureau budget and oversees the expenditures and budget allotments to ensure the Bureau has sufficient funding throughout the fiscal year using budgetary skills, spreadsheet software and manual and automated reports.
11. Represents the Department, Division, Bureau, Section, and/or Unit at public hearings, meetings committees, or task forces to present evidence or information, or support the Department's interests using oral communications and technical expertise.
12. Monitors assigned projects (including Project Investment Justification and evaluating/recommending vendor selections) to ensure they are completed on time and within budget.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. planning and research principles and practices, including operational and long-range strategic planning.
2. the principles and practices of supervision of personnel.
3. the principles and techniques of developing performance and productivity standards.
4. federal, state and local programs and resources regarding area of assignment.
5. crisis management techniques.
6. various applications software (e.g. word processing, presentation, database, etc.), with expertise in spreadsheet and project management applications, including Excel and Project.
7. the technology and terminology of automated systems.
8. interviewing techniques for the purpose of recommending staff selections.

SKILL IN:

1. project management (e.g. planning, costing, organizing, coordinating, and supervising projects of varying size and magnitude.).
2. communicating orally with individuals at various levels within the Department.
3. the use of computer (e.g. mainframe, UNIX, microcomputer, network, etc.) hardware and peripherals (e.g. hard drive, disk drives, monitors, keyboards, printers, modems, etc.).
4. written communications for both administrative and technical purposes.

ABILITY TO:

1. monitor trends, forecast change, identify future agency needs and initiate change.
2. develop feasible short- and long-range plans and goals.
3. develop effective operating procedures and policies to direct work functions.
4. make oral presentations before groups of people.
5. direct and manage a professional, multi-disciplined staff.
6. evaluate subordinates' work.
7. develop and maintain effective interpersonal relations internally and with other governmental agencies.
8. identify problems and develop resolutions in both routine and emergency situations.
9. analyze complex and detailed information.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Office setting.

MINIMUM QUALIFICATIONS:

Requires a Bachelor’s Degree and five (5) years progressively responsible experience directly supervising personnel within a major division of the information systems function of a large mainframe and networked environment; **OR** an equivalent combination of education and experience.

Progression to the next pay level/step requires an overall performance rating of at least “Standard” in the last 12 months.

NOTE: One year of work experience is equivalent to thirty (30) semester hours of coursework from an accredited college or university.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 17, 2007

Classification Established: August 21, 2006
Revision Date(s):

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

INTELLIGENCE RESEARCH COORDINATOR
Class Code 2010

SUMMARY STATEMENT:

Responsible for coordinating the research and dissemination of confidential investigative-intelligence information in direct support of the investigative operations for various law enforcement agencies or criminal information networks. Ensures information obtained is accurate and released only to authorized personnel. May supervise support staff. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Coordinates services, resolves problems and facilitates the flow of intelligence information for the Department, other agencies, associations and criminal information networks.
2. Supervises and monitors the establishment, maintenance, retention, destruction and security of databases and files to ensure confidentiality; compliance with federal, state and local laws; accuracy and proper dissemination.
3. Tracks time-sensitive events and requests to meet deadlines.
4. Coordinates and monitors programs, projects, and/or daily operations to establish goals and objectives, track effectiveness, and ensure compliance with federal, state and local rules and regulations.
5. Interprets and disseminates information applicable to unit (e.g., time and activity, federal and state laws, unit policies and procedures, etc.) to coordinate unit activities. Attends meetings and conferences to obtain or disseminate information regarding unit issues and programs. Conducts meetings to exchange information pertaining to criminal activities or unit issues and procedures in order to maintain effective unit operations.
6. Reviews and analyzes files, documents and work progress to ensure completeness, accuracy and compliance with federal, state and local laws and Department and unit policies and procedures.
7. Prepares, reviews and/or processes written documents pertaining to work unit (e.g., correspondence, travel requests, claims, etc.) to respond to requests, inform personnel and ensure operational effectiveness.
8. Trains internal and external personnel on intelligence collection and resources available in order to provide information on unit services and ensure compliance with applicable federal, state, and local laws. Designs, develops, modifies and updates training curriculum and/or content and materials.
9. Remains current on job-specific procedures and law enforcement investigation and intelligence issues in order to apply appropriate methodologies through reviewing analytical intelligence and law enforcement publications, bulletins and teletypes, and by attending meetings and training courses.
10. Determines authorization of requestor to receive intelligence and other confidential/sensitive information. Uses discretion in the dissemination of oral and written communication in order to safeguard confidential information.

11. Evaluates, researches and responds to internal and external inquiries regarding records, reports, statistics or other intelligence information by executing computer searches of intelligence databases or requesting services of other agencies in order to provide the requested information.
12. Gathers and summarizes data to provide accurate information for briefs, reports and correspondence. Prepares informational reports (e.g., monthly activity, budgetary, statistical, etc.) to provide accurate information to management.
13. May supervise, monitor, direct and evaluate the work of unit staff/technical personnel to provide constructive feedback regarding work performance and ensure effective unit operations.
14. Coordinates security issues and application access for Department and other agency users of Department computerized systems.
15. Develops, recommends changes to, writes and implements unit policies and procedures to outline employee responsibilities and correct actions to be taken, and to remain current with changes in federal and state regulations.
16. Conducts and participates in research projects and staff studies in order to define problems, provide information, set objectives and determine the efficiency of programs.
17. Analyzes and reviews federal, state and local regulations and laws pertaining to work assignment to ensure compliance.
18. Administers the ACJIS training program for assigned area. Schedules ACJIS training and movement of special ACJIS equipment for assigned area personnel and agencies to ensure compliance with ACJIS policies and procedures.
19. Develops, maintains and updates reference material and resources, and job–related manuals and forms, to ensure current information is available to unit personnel.
20. Conducts briefings to management, other agency personnel and the media to report information and answer questions regarding intelligence research services, activities and projects.
21. Solicits user participation in contributing intelligence information to various intelligence databases and using unit services to encourage the exchange of criminal intelligence information between agencies.
22. Initiates requests for data processing action to resolve computer problems, generate special reports, add new programs and modify existing programs in order to ensure efficient unit operations.
23. Directs the development and implementation of manual and automated systems to enhance customer service and employee productivity. Assists in the research, analysis, development, implementation, testing and modifying of new or revised intelligence databases and programs by providing input on required fields, values, formats and logic in order to ensure accuracy of data transfer, compliance with federal regulations, and to meet user needs.
24. Researches, obtains, analyzes and correlates information and data from automated and manual internal and external resources to aid in the collection of information for criminal investigative purposes.
25. Responds to call-out requests to provide unit services.
26. Directs the procurement of supplies, services and equipment for the unit by researching cost options and ensuring purchases conform to Department of Administration guidelines.
27. Monitors and directs incoming telephone calls to determine the callers' needs.
28. Inventories and monitors unit equipment (e.g., computers, fax machine, copier, microfiche, typewriters, etc.) to ensure proper unit usage and maintenance.

29. Researches, investigates and resolves internal and external complaints or grievances about or from unit personnel to ensure compliance with policies and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the principles and methods of supervision in order to provide direction, assign tasks, evaluate performance and train administrative, technical and clerical staff.
2. effective listening techniques.
3. records management systems (both automated and paper files) to ensure accurate maintenance of files and ease of retrieval.
4. the rules of English grammar and composition to prepare, review and edit documents.
5. research and analytical practices employed in the acquisition and dissemination of criminal intelligence information.
6. intelligence retention, dissemination and purge criteria.
7. training methods and techniques (e.g., establishing outlines, developing tests, providing objectives, etc.) required to train individuals or groups.
8. federal and state laws and regulations applicable to assignment.
9. operational analysis and decision-making techniques for resource allocation and organizational effectiveness.
10. law enforcement and intelligence terminology.
11. report writing in order to produce analytical and technical reports in an appropriate format.
12. mathematical and statistical techniques in order to track, calculate, correlate and project statistical data for the preparation of statistical reports.
13. addition, subtraction, multiplication and division.

SKILL IN:

1. the use of computer software and operating programs.
2. the use of computer keyboard devices.

ABILITY TO:

1. effectively communicate, both orally and in writing, at all levels.
2. establish and maintain effective working relationships with those contacted in the course of assignment.
3. work under stressful or changing conditions.
4. review, proofread, edit and verify written materials for accuracy in content of information, grammar, calculation, coding and adherence to policies and procedures.
5. work independently with minimal supervision.
6. conduct research, gather information and analyze a wide variety of data and statistics.
7. memorize, retain and accurately recall information (e.g., procedures, codes, formats, resources, etc.).
8. comprehend and follow complex written or oral directions/instructions to complete assigned tasks.
9. understand verbal transmissions received by telephone and accurately transcribe the information.
10. identify problems, analyze alternatives, and develop viable conclusions and recommendations.

11. organize, prioritize and perform multiple tasks to complete job functions in an orderly, efficient manner.
12. make oral presentations to individuals or groups to provide information.
13. write legibly.
14. set short and long range plans or goals for programs and projects.
15. read, comprehend, interpret and apply written information.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

ADDITIONAL REQUIREMENTS:
May be required to travel within or outside of the state as needed.
May be required to work irregular hours, holidays or weekends.

MINIMUM QUALIFICATIONS:
Requires three (3) years of satisfactory experience as an Intelligence Research Specialist with DPS **OR** five (5) years of related criminal records systems experience. A Bachelor's degree in criminal justice or related field may substitute for two (2) years of the experience.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: October 4, 1997
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

INTELLIGENCE RESEARCH SPECIALIST
Class Code 2005

SUMMARY STATEMENT:

Researches, obtains, interprets and disseminates confidential investigative-intelligence information upon request in direct support of the investigative operations for various law enforcement agencies or criminal information networks. Ensures information obtained is accurate and released only to authorized personnel. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Researches, obtains and interprets information and data from automated and manual internal and external resources, (e.g., Arizona and National Crime Information Center, DPS criminal history files, U.S. Postal Inspector, Arizona Corporation Commission, U.S. Customs Service, business license offices, utility companies, credit bureaus, etc.), to aid in the collection of intelligence information for criminal investigative purposes.
2. Disseminates acquired intelligence information in response to requests from various agencies in order to aid with criminal investigations.
3. Maintains security of criminal record and criminal intelligence information for the purpose of complying with federal and state laws concerning access to and dissemination of criminal information.
4. Contacts or consults with various agencies to obtain intelligence information or gain referrals for research to fulfill requests.
5. Receives and prioritizes requests for research assistance, and determines what type of assistance is needed in order to initiate the collection of intelligence information and ensure information is obtained in a timely manner.
6. Establishes, maintains and updates intelligence databases and files (e.g., security control card, undercover vehicle and officer, concealed weapons permits, informant, etc.) to ensure the accuracy, security and proper dissemination of highly sensitive intelligence information.
7. Interprets computerized information and reports to requestors to provide assistance in understanding the information and data obtained.
8. Exchanges research information with intelligence analysts/officers at various agencies to obtain updated information for investigative purposes. Interacts or consults with case officers or other analysts to extract all pertinent information or clarify information to provide a thorough research product.
9. Determines authorization of requestor to receive intelligence information.
10. Initializes and interprets off-line searches to aid in the collection of intelligence information for criminal investigative purposes.
11. Answers and screens telephone calls to provide assistance or refer call to appropriate person or unit.
12. Remains current on job-specific procedures in order to apply appropriate methodologies by reviewing analytical intelligence and law enforcement publications, bulletins and teletypes; and by attending meetings and training courses.
13. Provides agency contacts for other employees and agencies to share research sources for referral purposes or exchange research information.

14. Trains and instructs new employees and outside agency personnel in unit procedures and resources on a long- and short-term basis.
15. Prepares written documents pertaining to work unit (e.g., correspondence, travel request, claims, etc.) in response to inquiries or requests and to ensure operational effectiveness.
16. Issues, modifies and deletes various record numbers (e.g., intelligence reports, informant, etc.) to establish and track intelligence information.
17. Files various types of intelligence reports and documents to maintain intelligence records.
18. Attends meetings to obtain or disseminate information regarding assigned work unit issues and procedures.
19. Reviews and recommends changes to office policies and procedures to improve unit services and performance.
20. Conducts presentations or training programs to members of law enforcement agencies regarding intelligence collection and dissemination procedures, resources available, and guidelines of authority.
21. Participates in multi-agency task force investigations in and out of state to provide intelligence research assistance to meet the objectives of DPS and other law enforcement agencies.
22. Participates in research projects and staff studies in order to define problems, provide information, set objectives and determine the efficiency of programs.
23. Reviews files, documents and work progress to ensure completeness, accuracy and compliance with federal, state, local, and Department standards, policies and procedures.
24. Assists in the research, development, analysis, implementation, testing and modifying of new or revised intelligence databases and programs by providing input on required fields, values, formats and logic in order to ensure accuracy of data transfer and meet user needs.
25. Solicits user participation in contributing intelligence information to various intelligence databases and using unit services to encourage the exchange of criminal intelligence information between agencies.
26. Responds to call-out requests to provide unit services.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. effective listening techniques.
2. the rules of English grammar and composition to prepare, review and edit documents.
3. records management systems (both automated and paper files) to ensure accurate maintenance of files and ease of retrieval.
4. personal computer software and operating programs.
5. research techniques and resources available to complete assignments.
6. federal and state laws and regulations applicable to assignment.
7. law enforcement and intelligence terminology.

SKILL IN:
1. performing detailed work with a high degree of accuracy.
2. making decisions based on a limited amount of information.
3. reviewing, proofreading, editing and verifying written materials for accuracy in content of information, calculation, coding and adherence to policies and procedures.
4. applying multiple investigative research techniques and utilizing all investigative resources.

ABILITY TO:

1. interpret information and draw conclusions.
2. alter priorities in response to changes.
3. work under stressful or changing conditions.
4. organize, prioritize and perform multiple tasks to complete job functions in an orderly, efficient manner.
5. establish and maintain effective working relationships with those contacted in the course of assignment.
6. comprehend and follow complex written or oral directions/instructions in order to complete assigned tasks.
7. memorize, retain and accurately recall information.
8. complete assignments within a designated deadline.
9. identify problems, analyze alternatives, and develop viable recommendations.
10. work independently with minimal supervision.
11. comprehend and interpret moderately difficult to complex written information.
12. type at a speed necessary for adequate job performance.
13. write legibly.
14. develop, lead and participate in teams or work groups.
15. make oral presentations to individuals or groups to provide information.
16. effectively communicate, both orally and in writing, with all levels to gather and disseminate information and resolve issues.
17. exercise good judgment in safeguarding confidential or sensitive information.
18. present data in a logical, concise manner.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

ADDITIONAL REQUIREMENTS:
May be required to travel within or outside of the state as needed.
May be required to work irregular hours, holidays or weekends.

MINIMUM QUALIFICATIONS:
Requires two (2) years of experience with a law enforcement or criminal justice agency as a police records clerk or dispatcher, or performing investigative research. Two (2) years of college education in criminal justice or related field may substitute for one (1) year of the experience. One (1) year of the experience must be in a computer database system.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: February 23, 1998
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

INVESTIGATOR/AUDITOR – Class Code 5706

SUMMARY STATEMENT:

Responsible for completing confidential background investigations by gathering, compiling and analyzing relevant facts; may conduct audits of law enforcement agencies to verify compliance with AZ POST selection and training requirements; evaluates basic training academies to verify compliance with academic and training standards for peace officer certification and open enrollment requirements. Performs related work as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Researches and conducts confidential investigative backgrounds on applicants for the Department.
2. Interviews subjects and references; gathering, compiling and analyzing information relevant to applicants.
3. Reviews and evaluates the procedural controls and records systems of law enforcement agencies and training academies to ensure compliance with AZ POST selection and training standards.
4. Prepares summary report regarding findings in order to support analysis; provides documentation and a report to support recommendations for applicants; provides documentation and correspondence to report audit results of agency new hires, academy inspection results, or agency compliance issues.
5. Maintains documents and tabulates audit and investigation statistics.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. report writing techniques in order to prepare clear**,** accurate and comprehensive reports.
2. law enforcement methods and techniques (e.g., conducting interrogations, interviews, investigations, etc.) to ensure extensive information is provided on background and/or audit in compliance with AZ POST rules.
3. research techniques, statistical analysis and data collection.
4. audit methodologies.
5. electronic information systems to access data and prepare reports.
6. modern office practices, procedures and equipment.
7. business English, spelling and grammar.

SKILL IN:

1. computer software programs.
2. the use of computer keyboard devices.
3. analyzing information and drawing valid conclusions.
4. written and verbal communications.

ABILITY TO:

1. effectively communicate clearly both orally and in writing.
2. work within stringent deadlines.
3. organize, prioritize and perform multiple tasks to complete job functions in an orderly, efficient manner.
4. work independently with minimal supervision.
5. establish and maintain effective working relationships with those contacted in the course of assignment.
6. read, comprehend, and interpret complex written materials.
7. understand written and verbal instructions to complete assigned tasks accurately.
8. perform detailed work with a high degree of accuracy.
9. exercise good judgment in safeguarding confidential or sensitive information.
10. exercise diplomacy when dealing with people in sensitive situations.
11. interpret criminal and administrative law as it applies to AZ POST rules and procedures.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

ADDITIONAL REQUIREMENTS:
May be required to travel to perform certain work functions.

MINIMUM QUALIFICATIONS:
Must have and maintain a valid Arizona driver license. Requires a minimum of 10 (ten) years investigative experience in an Arizona law enforcement agency. Cannot be currently employed with a law enforcement agency.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 28, 2003

Classification Established: March 9, 2001
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

LABORATORY ELECTRONICS TECHNICIAN
Class Code 6405

SUMMARY STATEMENT:

Maintains and repairs electronic and mechanical systems of alcohol breath test instruments, breath alcohol simulators and other equipment as necessary; troubleshoots electronic components utilizing sophisticated test equipment; prepares reagents and samples, maintains files and laboratory area; and performs related tasks as required. Supervision is received from a Supervising Criminalist. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Maintains and repairs electronic and mechanical systems in Intoxilyzer 4011AS and 5000's and other breath test instruments.
2. Maintains and repairs breath alcohol simulators.
3. Reads electronic schematics to troubleshoot specific instrument malfunctions down to the component level.
4. Facilitates field breath test instrument repairs by emergency response to the site and/or telephone diagnosis and suggestion.
5. Assists in the training of breath test instrument operators and quality assurance personnel.
6. Provides technical and expert testimony in court.
7. Troubleshoots problems on laboratory equipment and electronic instruments; performs, repairs or obtains repair of equipment and instruments from outside sources and records all actions in appropriate logbook for each piece of equipment and instrument.
8. Maintains, updates, and documents reference, standards, and protocol files for easy retrieval by the criminalist.
9. Operates laboratory instruments on a routine basis.
10. Inventories, distributes, and replenishes laboratory supplies; maintains records; and orders supplies. Conducts inventory and keeps records on capital equipment for a unit(s).
11. Assists in laboratory analyses by obtaining, inventorying storing, and preparing reagents, samples, and solutions for analysis by the criminalist.
12. Maintains vehicle records, makes weekly mileage checks to ensure balanced usage, assures regularly scheduled and needed maintenance is completed, inspects vehicles and submits monthly written reports, and requests replacement vehicles.
13. Maintains open account records, writes monthly and quarterly open account reports, and places regular and emergency supply orders.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. electronic technology.
2. repair techniques for electronic and mechanical circuits and assemblies.
3. principles pertaining to breath alcohol physiology and its relationship to instrument testing.
4. mathematics and statistics.
5. basic chemistry in order to prepare chemical reagents.

6. safety techniques in the use of laboratory equipment.
7. laboratory procedures and practices, equipment use and operation and terminology.
8. technical report writing.
9. personal computer software programs applicable to assignment.
10. inventory techniques.
11. routine recordkeeping procedures.

ABILITY TO:

1. establish and maintain effective working relationships with those contacted in the course of the assignment.
2. effectively communicate both orally and in writing.
3. use hand tools in the repair and maintenance of laboratory instruments and equipment.
4. identify problems and determine solutions.
5. perform detailed work with a high degree of accuracy.
6. read and interpret scientific materials.
7. organize and maintain a laboratory area.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

May be exposed to fumes, dust, bodily fluids, toxic or caustic chemicals.
May be required to move items up to fifty (50) pounds.
May be required to work near moving or mechanical parts
Valid Arizona driver's license required.

MINIMUM QUALIFICATIONS:

Requires two years (i.e. 60 semester hours) of college, university or technical school courses with major course of study in basic sciences which included laboratory work; **and** two (2) years of laboratory experience in electronics technology (one year of which included repair at the component level).
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status – Non-exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 1, 2000

Classification Established: June 2, 1995
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

LABORATORY TECHNICIAN – Class Code 6404

SUMMARY STATEMENT:

Assists criminalists in laboratory analyses; prepares reagents and operates instruments; prepares samples, maintains files, and maintains laboratory area; and performs related tasks as required. Supervision is received from a Supervising Criminalist. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Assists in laboratory analyses by obtaining, inventorying, storing, and preparing reagents, samples, and solutions for analysis by the criminalists.
2. Inventories, distributes, and replenishes laboratory supplies; maintains records; and orders supplies.
3. Inspects safety devices including emergency showers, eyewash fountains, fume hoods, and fire extinguishers; provides documentation to management on needed repairs, maintenance, and other hazardous conditions on a regular basis.
4. Maintains open account records, writes monthly and quarterly open account reports, and places regular and emergency supply orders.
5. Maintains tanks, pumps, and systems regularly to assure adequate levels are present; changes or replaces, as needed, and orders replacements through authorized vendors.
6. Conducts inventory and keeps records on capital equipment for a unit(s).
7. Maintains vehicle records, makes weekly mileage checks to ensure balanced usage, assures regularly scheduled and needed maintenance is completed, inspects vehicles and submits monthly written reports, and requests replacement vehicles.
8. Cleans, maintains, calibrates, and documents actions on laboratory apparatus, equipment, glassware, instruments, and safety devices on a regular basis; notifies supervisor or other appropriate personnel when repair or service is necessary.
9. May create, maintain, record, and update case files necessary to assist criminalist in documenting the analyses conducted.
10. Receives, logs, distributes and maintains inventory of physical evidence obtained from crime scenes and other agencies to be used in professional scientific analyses; mails articles back to submitting agencies.
11. Maintains, updates, and documents reference, standards, and protocol files for easy retrieval by the criminalists.
12. Collects, packages, stores, and arranges for removal of hazardous chemical and/or reagent wastes and hazardous biological wastes.
13. May assist a criminalist in crime scene processing.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. basic chemistry in order to prepare chemical reagents.
2. safety techniques in the use of laboratory equipment.
3. laboratory procedures and practices, equipment use and operation, and terminology.
4. technical report writing.
5. personal computer software programs applicable to assignment.
6. inventory techniques.
7. routine recordkeeping procedures.
8. basic mathematics (addition, subtraction, multiplication, division).

ABILITY TO:

1. establish and maintain effective working relationships with those contacted in the course of the assignment.
2. effectively communicate both orally and in writing.
3. use hand tools in the maintenance of laboratory instruments, equipment and systems.
4. identify problems and determine solutions.
5. perform detailed work with a high degree of accuracy.
6. read and interpret scientific materials.
7. organize and maintain a laboratory area.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS:

May be exposed to fumes, dust, bodily fluids, toxic or caustic chemicals.
May be required to move items up to fifty (50) pounds.

MINIMUM QUALIFICATIONS:

Requires two (2) years of college, university or technical school courses with major course of study in basic sciences which included laboratory work, **or** two (2) years of scientific laboratory experience.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 1, 2000

Classification Established: June 2, 1995
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

LOCAL/WIDE AREA NETWORK SPECIALIST
Class Code 7622

SUMMARY STATEMENT:

Under direction, is responsible for independent work of considerable difficulty managing a local and/or wide area computer network and supervising a small group of technical support personnel engaged in a wide variety of technical support activities such as the design, installation, testing, modification, enhancement, and maintenance of a local and/or wide area computer network; and performs related work as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Provides technical support to assist in: 1) solving complex computer support problems, 2) resolving issues regarding mainframe and LAN interactions, 3) designing special computer applications, and 4) ensuring proper decisions on difficult hardware installations and maintenance issues using a mainframe/ personal computer, LAN workstation, and network printers.
2. Researches, designs, acquires, installs, configures, tests, maintains, monitors, and upgrades Local Area Network system hardware (e.g. servers, tape backup systems, power backup systems, network interface cards, FAX server, CD ROM server, shared printers and modems, wiring hubs, etc.) to provide the ability for users to share devices and information, centralized installation and control for users, and consistent backups of all programs and data, using equipment-specific software programs, utility programs, and a mainframe/ personal computer.
3. Provides technical advice and information to Department employees to help them maintain currency on automated systems using technical knowledge of computers.
4. Monitors LAN/WAN networks to ensure efficient use of LAN/WAN operating systems software, security of LAN/WAN network and data contained within, software licensing and contract compliance for statewide LAN/WAN systems, and virus protection procedures are followed, and tune WAN file servers for maximum hardware performance, using a LAN/WAN workstation.
5. Serves as network administrator for individual and unit clients throughout the Department to provide consistent system administration using a LAN/WAN workstation.
6. Configures Wide Area Networks to ensure operating systems are maintained at current support levels using a LAN/WAN workstation.
7. Provides technical input for the acquisition and installation of computer hardware and software to ensure operation efficiency using knowledge of computers and written documentation.
8. Researches, recommends, procures, installs, upgrades, and maintains network operating system software (e.g. peripheral software for backup, virus protection, application metering, network management communications [Novell]) to maintain integrity of the systems, provide stability, management and integration of systems, and maintain legality and security of the systems, using software programs on CD or diskettes, network servers, and a LAN/WAN workstation.

9. Researches, develops, implements, and enforces system, network, and data security to ensure safety of equipment and sensitive data, comply with federal, state and judicial requirements using federal laws, security system programs, firewalls, and security system software.
10. Serves as systems administrator of Local Area Networks to provide installation and servicing of shared applications, individual files, and shared files using technical expertise, systems documentation, consultative assistance, training, and research.
11. Advises management on in-house and industry trends that may keep the work unit from meeting its goals and objectives using oral and written reports and analytical skills.
12. Acquires, installs, maintains and upgrades user software (e.g. charting and graphing, database, desktop publishing, fund financial accounting, spreadsheet, word processing, etc.) to enable users to operate within the capabilities of the personal computer and/or Local/Wide Area Network environments using technical expertise and a LAN/WAN workstation.
13. Designs LAN/WAN networks to ensure compatible cost effective solutions for Department LAN/WAN systems using a LAN/WAN workstation.
14. Contracts with, and supervises, contracted network specialists and consultants in the performance of technical tasks using applicable state laws, Department contracts, and evaluations of applicant credentials.
15. Acquires, installs, maintains and upgrades user hardware (e.g. microcomputer CPU, monitor, speaker, printer, etc.) to provide user the ability to share devices, information, programs and data using utility programs and a LAN/WAN workstation.
16. Manages computer resources for the section to coordinate services among user groups and ensure staff needs are addressed adequately and equitably using discussions with staff and management, knowledge of the budget, and weekly priority coordinating staff meetings.
17. Provides technical assistance to users to resolve problems and help them utilize resources more efficiently (e.g. LAN/WAN workstations, LANs, WANs, telephone systems,etc.) using vendor technical support services, analytical skills, and knowledge of the systems.
18. Evaluates client/server software and hardware products to ensure the products can accomplish specific tasks using a LAN/WAN workstation, appropriate software and hardware, and utility and development tools.
19. Remains current on job-specific knowledge and trends through training courses, workshops, seminars, and professional organizations/publications to apply appropriate methodologies to present and future user needs.
20. Researches, recommends, procures, installs, and maintains shared user software applications on the server for functions (e.g. word processing, spreadsheets, databases, charting and graphing, desktop publishing, and fund financial accounting, etc.) to provide standardization of the applications, their installation, centralized support, and reduction of licenses required using the software, a LAN/WAN workstation, and LAN server.
21. Installs hubs, routers and other infrastructure equipment to ensure effective and efficient use of network devices using various hand tools.
22. Prepares informational reports (e.g. monthly activity, budgetary, financial, statistical, etc.) to provide accurate information using a personal computer, spreadsheet program, calculator, reference material and technical data.
23. Serves as a liaison between the Department, Unit and various other agencies/associations to investigate and resolve problems and facilitate the proper flow of information using a LAN/WAN workstation, telephone and personal contacts.
24. Researches and evaluates network operating systems for long range planning purposes using vendor and third party literature, and printed and electronic media.

25. Implements and maintains software applications to facilitate employee work processes using a mainframe/ personal computer, LAN workstation, and training facilities.
26. Develops applications to provide custom script programming and data base support using a LAN/WAN workstation.
27. Writes LAN/WAN network backup procedures to ensure standards and consistency in LAN/WAN data backup using a LAN/WAN workstation.
28. Coordinates, and/or supervises subordinates in, the installation of new systems (e.g. applications, personal computers, networks, telephone systems, etc.) using contractors, consultants, Section staff and technical expertise.
29. Serves as technical advisor on boards of national and local project planning committees to assure the Section remains an integral part of a national system of law enforcement information using teamwork skills, interpersonal skills, technical expertise, and analytical skills.
30. Acquires, installs, maintains, and upgrades Local/Wide Area Network software (e.g. metering, backup systems, virus protection, operating, utilities, etc.) to enable users to operate within the capabilities of the personal computer and/or Local/Wide Area Network environments using technical expertise and a LAN/WAN workstation.
31. Responds to 24-hour emergency calls for assistance to correct LAN/WAN outages during on duty and off duty hours using a LAN/WAN workstation, and debugging/tracing tools.
32. Serves on committees and task forces for the Department and external organizations to provide input, exchange information, and perform the functions of the committee (e.g. policy writing, analysis of recommendations, problem solving, etc.) using expertise and a personal computer.
33. Supervises subordinate staff to provide direction and feedback and ensure assigned projects and tasks are completed accurately and by the specified due date using time management skills and knowledge of staff area of assignments.
34. As Local administrator, adds, modifies, or deletes users from Wide Area Networks to enable or disable their access rights and use of systems using utility programs developed by the system developer and knowledge of the systems.
35. Prepares and submits various forms (e.g. requests for proposals, requisitions, purchase orders, etc.). to generate purchases from vendors using a LAN/WAN workstation and accounting manual.
36. Researches, recommends, procures, installs, and maintains shared and stand-alone applications for specialized dial-in/dial-out access and Internet access to accommodate the user with applications which do not work well on a LAN or are not cost effective for LAN versions using technical and consultant expertise and written manuals.
37. Serves as local system administrator for Wide Area Networks using a UNIX operating system, and security cards and encryption for access to provide administrative functions (e.g. change user access, check activity and error logs, ensure backups are performed, ensure all processes stay running on appropriate server, troubleshoot problems, and coordinate with other LANs in the system) using assistance from the system developer and the national system administrator.
38. Reorganizes data wiring from punch downs to hubs to distribute activity loads using LAN management software to analyze activity per segment or user.
39. Maintains accurate inventory tracking of all computer and network system hardware to ensure items are properly tagged, inventory is rechecked as required, and all appropriate transfer documents are filed with the Department using purchase orders, invoices,

Department inventory system, federal inventory requirements and Department supply personnel.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. network design concepts.
2. troubleshooting techniques on hardware and software (e.g. personal computer, network, communications equipment, etc.).
3. client/server system concepts.
4. file system management on personal computers and servers.
5. the capabilities and operation of personal computer hardware (e.g. micro-processors, motherboards, parallel and serial interfaces, mice, video monitors, hard/floppy disk drives, CD ROMs, audio, adapters, scanners, printers, etc.).
6. project management.
7. network communication issues and services types (e.g. dial-up, dedicated, Integrated Systems Data Network, frame relay, Asynchronous Transfer Mode, etc.).
8. design concepts for developing systems for performing and managing backups.
9. sources of information on technology trends.
10. data wiring topologies, design, and techniques.
11. computer programming concepts and techniques.
12. written communications techniques.

SKILL IN:

1. installing and configuring computer equipment (e.g. computer, network, communications, etc.).
2. analyzing, diagnosing and resolving software and hardware problems and their inter-relationships with available tools (e.g. personal computer and peripherals, network equipment, communications equipment, etc.)
3. evaluating technology trends (e.g. time frames of impact on market, influence of trends on market as a whole, potential impact on user clientele, impact on current systems, possible time frames, potential costs in terms of money and people, etc.).
4. project management (e.g. planning, assigning tasks, scheduling work, coordinating tasks, testing with outside agencies, monitoring work, etc.).
5. conducting accurate, thorough research and effectively using the learned information.

ABILITY TO:

1. identify ways to improve productivity and effectiveness by using automation.
2. develop and maintain effective working relationships with people (e.g. co-workers, other Department personnel, vendors, consultants, members of technical and policy making committees, managers and technical staff of other national interfacing networks, staff of other agencies who are involved with Section policies, procedures and goals, the general public, etc.).
3. read and interpret highly complex technical materials.
4. define accurately and clearly specifications for network related systems.
5. conduct research, analyze technical data, and develop recommendations for action.
6. define accurately and clearly specifications for personal computer systems.

7. communicate orally with all levels of people within the Department and the general public.
8. interpret information about technological issues and advances.
9. adapt to rapidly developing and changing technology.
10. communicate in writing with all levels of people on both general administrative and technical levels.
11. evaluate and make recommendations on communications service options.
12. integrate equipment on multiple platforms (e.g. Macintosh, personal computers) and operating systems (Unix, VAX, System 7, DOS, Windows, OS/2, HP Unix, OSF/1 unix, Netware, VMS, Pathworks, etc.).
13. perform capacity planning and growth projections to do long and short range planning for equipment and staffing budgeting.
14. interpret electrical needs of equipment.
15. implement electrical wiring changes using qualified electricians.
16. organize efficiently a variety of manuals and spare parts for diverse systems so a particular piece can be easily found.
17. develop and implement changes.

MINIMUM QUALIFICATIONS:
Requires six (6) years of experience as a Personal Computer Specialist with the Arizona Department of Public Safety; **OR** three (3) years of experience as a Personal Computer Coordinator with the Arizona Department of Public Safety; **OR** any combination of coursework in computer science, management information systems, or a related field from an accredited college, technical school, or university and experience in the areas of computer network administration and computer systems analysis to total six (6) years, two (2) years of which must be computer network administration experience.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 5, 1997

Classification Established: February 17, 1995
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

LATENT PRINT EXAMINER – Class Code 6215

SUMMARY STATEMENT:

Conducts technical examinations to develop, preserve, and identify latent fingerprints; recommends revisions to technical methodology; provides expert testimony in court; prepares technical reports; and performs related tasks as required. Supervision is received from a Supervising Criminalist. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Examines, identifies and evaluates latent print evidence. Utilizes physical, chemical, microscopic, photographic, computer data bases, comparative and classification techniques, and visualization techniques and instrumentation such as variable wavelength forensic light sources, microscopy systems, silver-based and digital laboratory camera systems, and automated fingerprint identification systems.
2. Writes technical reports on the scientific analysis of evidence for inked prints and latent print comparisons in order to document results.
3. Reviews technical reports and verifies fingerprint identifications.
4. Attends pre-trial conferences, prepares exhibits for courtroom use, and provides expert testimony in courts throughout the State.
5. Discusses laboratory results and evidence collection with officers and attorneys.
6. Remains current on technical advancements in the forensic field through technical publications, presentations and training in order to apply appropriate methodologies.
7. Responds to crime scene incidents in order to gather, preserve and move items of evidence to crime lab for further analyses.
8. Researches and evaluates new methods of analysis to update methodology.
9. Ensures that evidence collected is properly documented so that it will be admissible later in a court of law.
10. Instructs law enforcement personnel in training schools throughout the State in procedures such as recognizing, handling, and examining latent print evidence.
11. Recommends purchases of laboratory equipment and supplies.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. fingerprint analysis and classification; development of latent fingerprints and photography of latent prints.
2. the techniques of inked and latent fingerprint comparisons for classification and identification.
3. crime scene procedures.
4. rules of evidence.
5. handling, use and application of hazardous chemicals used in the development of latent fingerprints.
6. current techniques in alternate light source applications.

7. rules of criminal procedure concerning time limits, discovery, evidence, and expert witnesses.
8. coaching and training techniques to provide technical advice, guidance and training.
9. processing techniques of evidence at crime scenes.

SKILL IN:

1. operating laboratory equipment including an automated fingerprint identification system.

ABILITY TO:

1. communicate findings of scientific tests, both verbally and in writing, including preparation of highly detailed and technical written reports.
2. testify and undergo intense examination in court.
3. define problems, establish facts, and draw valid conclusions.
4. handle routine public contacts.
5. organize, conduct, and evaluate technical research.
6. perform detailed work with a high degree of accuracy.
7. maintain and perform minor repairs on scientific instrumentation.
8. recognize minute differences in shape and form.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Processes evidence that may transmit infectious diseases (e.g., AIDS, Hepatitis B), is corrosive, carcinogenic or explosive.
May be exposed to fumes or dust, bodily fluids, toxic or caustic chemicals, outdoor weather conditions.
May be required to move items up to 20 pounds.
Must be able to respond to crime scenes and court appearances as needed.

MINIMUM QUALIFICATIONS:

Requires a Bachelor's degree in a scientific field from an accredited college or university, **or** current certification as a Latent Print Examiner by the International Association for Identification; **and** three (3) years of experience as a Certified Latent Print Examiner in a recognized latent print laboratory actively engaged in the development, comparison and identification of latent fingerprints.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA status – non-exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 1, 2000

Classification Established: April 1, 2000
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

LEAD FACILITIES MAINTAINENCE TECHNICIAN
Class Code 7965

SUMMARY STATEMENT:

Supervises and performs work of average to considerable difficulty in the journey-level performance of building maintenance to include the primary fields of electrical; heating, ventilation and air conditioning (HVAC); carpentry; plumbing, etc. to maintain buildings and equipment in safe condition, prevent degradation of state property and systems, and prevent failures that would cause reduction in service using hand, power and specialty tools. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Performs the supervisory function of the work unit in the Tucson and Flagstaff locations, which includes interviewing prospective employees; providing and/or recommending training; coordinating, scheduling and assigning work product; establishing performance measures, goals, objectives and priorities; evaluating work performance; providing feedback, direction and guidance; keeping personnel abreast of new or revised information; answering questions; and recommending and/or implementing personnel actions.
2. Identifies and corrects building and equipment problems by performing carpentry, electrical, plumbing, painting, and HVAC work.
3. Documents work and purchase orders, travel claims, bids and material lists.
4. Orders and stocks building supplies, materials and parts (e.g., evaporative motors, belts, hardware, paints, cooler pumps, bearings, fans, tools, plumbing parts, etc.).
5. Obtains estimates and quotes of materials and equipment needed for repairs and the completion of job tasks.
6. Plans and schedules corrective action and preventive maintenance.
7. Oversees vendors and contractors to determine that work is correctly performed and completed in a timely manner, that the correct materials are utilized, and to ensure that procedures meet state requirements by reviewing plans and specialized drawings.
8. Provides direction, guidance and instruction to Department personnel and other vendors/contractors in the correct operation of equipment and materials used to complete required maintenance activities.
9. Prepares reports of inspections and labor and material estimates to apprise supervisor of conditions of property and equipment and materials needed for repairs.
10. Schedules, plans, and requests work orders, inspections to complete job assignments and building inspections on schedule.
11. Gathers information to provide recommendations on requested improvements/modifications to Department facilities including cost estimates, designs, scope of work, timing, and funding.
12. Inspects Department buildings and property and generates work orders for necessary repairs to ensure Department property is kept in good operating condition; checks for completion of vendor work and ensures quality and safety of the work performed.
13. Reviews and approves vendor invoices to ensure accuracy of figures and facilitate prompt

payment to vendors.
14. Evaluates contract proposals.
15. Drafts and submits reports to document monthly activity, request assistance, advise of problems or needs, report project quality and completion, etc.
16. Assists in the development of unit's budget to project and request funding for upcoming year's operations and assist with annual section budget.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. arithmetic to calculate amounts of materials needed and to measure materials to be laid out, cut, shaped, threaded, joined, etc.
2. applicable local/state/federal Environmental Protection Agency regulations to ensure compliance of work performed.
3. estimating, costing, and ordering materials to complete work assignments.
4. evaporative coolers and their component parts (e.g., water pumps, motors, belts, pads, distributors, etc.).
5. Occupational Safety and Health Administration (OSHA) guidelines regarding safety practices.
6. the safety precautions and occupational hazards of electrical power testing and high voltage equipment.
7. electrical principles and theories.
8. local/state/federal codes (e.g., plumbing, heating, ventilation and air-conditioning (HVAC), electrical, carpentry and building) to perform installation, maintenance, and/or repair work which will meet code requirements.
9. the methods and techniques required in lifting, moving, stacking, storing, and protecting tools, equipment and materials.
10. proper use and hazards of chemical materials (e.g., paints, wood primers, roof coatings, caustic acids, etc.).
11. plumbing systems and operations.
12. lighting fixtures including those for emergency egress routes.
13. local/state/federal laws and regulations governing the use of refrigerant in the regulated HVAC industry.
14. the principles and practices of building construction, maintenance, security, custodial services, landscape maintenance, and repair to perform tasks, and provide guidance, direction, and supervision of subordinate personnel and vendors.
15. the principles and practices of supervision.

SKILL IN:

1. accurately reading and interpreting blueprints, sketches and schematics as they relate to buildings and utilities services systems.
2. the use of computer keyboard devices to perform word processing and to input/retrieve information.
3. professionally brazing and/or soldering.
4. testing electrical components and taking equipment readings with various tools and meters to determine appropriate repairs.
5. troubleshooting HVAC electronic or electrical systems to their component parts level.

6. the correct selection and safe usage of various applicable hand, power and specialty tools.
7. correctly applying methods, practices, and procedures in preventative maintenance, inspection, repair, renovation, and minor construction of buildings and utilities.
8. precisely operating gauges and testing equipment.
9. locating and repairing defects and abnormalities in electrical components.
10. installation, preventative maintenance, inspection, repair and replacement of various floor surfaces and coverings.
11. accurately applying methods, practices, and procedures in preventative maintenance, inspection, repair, renovation, and minor construction of buildings and utilities.
12. the use of appropriate painting equipment to paint various surfaces.

ABILITY TO:

1. effectively communicate orally and in writing at all levels.
2. safely operate state vehicles and/or construction equipment in all weather conditions.
3. follow safety standards in working with multiple services, tools, and equipment.
4. follow up and complete work orders.
5. be flexible in responding to changes in schedules and job priorities.
6. work with minimal supervision.
7. establish and maintain effective working relationships with those contacted in the course of assignment.
8. accurately sketch, read, and understand water, gas, electric, or air piping layouts.
9. observe, record, and report unsafe working conditions.
10. use miscellaneous office equipment.
11. evaluate facility conditions to determine work needed.
12. distinguish frequencies and sounds, color codes and odors in the operation of equipment in order to troubleshoot for repairs.
13. apply leadership techniques for the purpose of demonstrating appropriate work methods.
14. understand and prioritize work plans to complete assignments with quality work and in a timely manner.
15. learn the use of the state radio.
16. acquire additional skills to maintain technical competencies.
17. diagnose problems, input flow and/or drainage of plumbing systems and drains.
18. join together metallic and non-metallic pieces to form conduits and raceways.
19. work well under pressure.
20. estimate necessary materials and labor required to complete proposed projects.
21. maintain accurate records.
22. operate heavy equipment (e.g., backhoe, trencher, forklift).

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

May work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments.
May be required to bend, crawl and/or kneel to access areas requiring repair or installation.
May be required to move objects up to fifty (50) pounds.

ADDITIONAL REQUIREMENTS:

May be required to respond to 24-hour emergency calls to perform building or equipment repairs during off-duty hours.

Must posses and maintain a valid Arizona driver license.
Statewide travel, including overnight stays, is required to perform certain work functions.

MINIMUM QUALIFICATIONS:
Requires three (3) years as a Facilities Maintenance Technician and possession of journey-level certification (or demonstrated journey-level proficiency); OR six (6) years of commercial/institutional experience in one primary field (e.g., electrical, HVAC, carpentry, plumbing, etc.), including two (2) years of experience in an additional building maintenance field (e.g., electrical, HVAC, carpentry, painting, plumbing, etc.) and two (2) years of supervisory experience, and possession of journey-level certification (or demonstrated journey-level proficiency). Education or technical training in a field related to building maintenance through a recognized trade union, technical school or equivalent, accredited college or university may substitute for up to two (2) years of the required experience.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: November 29, 2001

Classification Established: November 29, 2001
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

LICENSING AUDITOR – Class Code 4130

SUMMARY STATEMENT:

Under general supervision, monitors the regulatory and statutory compliance of agencies and individuals responsible for providing security and private investigative services by conducting regular, on-site compliance audits. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Develops and maintains a program to regularly audit all security guard and private investigation agencies operating in the State.
2. Coordinates and conducts on-site compliance audits by researching and reviewing records and operating policies (including training documents, licenses and uniforms), interviewing related parties, and evaluating data.
3. Schedules and conducts remedial audits to monitor continued compliance.
4. Monitors compliance of authorized private investigation and security guard training providers throughout the State by reviewing training records, certifications and related documentation.
5. Prepares detailed reports based on audit findings, which could be used as a basis for regulatory and/or statutory investigations and enforcement.
6. Interprets and explains related laws and regulations, and communicates with agency personnel and the general public to support the industry's compliance with State laws and regulations.
7. Coordinates with unit members and other Department personnel to schedule meetings, site inspections and audit trips.
8. Assists unit members with license processing, complex investigations and enforcement details.
9. Testifies in legal and administrative proceedings including those conducted by the Private Investigator and Security Guard Hearing Board.
10. Remains current on related laws, rules, regulations and industry trends.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. business English, spelling, grammar and punctuation required to produce and proofread written complex documents.
2. report writing in order to produce statistical or technical reports in an appropriate format.
3. records management systems (both electronic and paper files) to access and inspect a variety of files and data.

SKILL IN:

1. conducting research, gathering information and reviewing a wide variety of data to draw valid conclusions.
2. the use of computer keyboard devices, general office software and standard office equipment.

ABILITY TO:

1. organize, prioritize and perform multiple tasks under deadlines to complete job functions in an orderly, efficient manner.
2. communicate clearly and concisely, both orally and in writing, to complete reports and share findings with interested parties.
3. professionally interact with the public, sometimes in difficult situations.
4. work independently with minimal supervision.
5. observe critically, identify any problems and concerns, and develop viable recommendations.
6. exercise good judgment to make decisions based on inspection findings.
7. interpret statutes and regulations related to the industry.
8. provide testimony in courts of law or administrative hearings.
9. set short- and long-range plans or goals for programs and projects.
10. perform detailed work with a high degree of accuracy.
11. read and comprehend information.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Office setting.
On-site visits to a variety of commercial and industrial workplace settings.

ADDITIONAL REQUIREMENTS:

Must be able to travel frequently statewide.
Must possess a valid Arizona driver license by hire date.
May be required to work extended or irregular hours.

MINIMUM QUALIFICATIONS:

Requires four (4) years of administrative support or research experience; **OR** any equivalent combination of education and experience to total four (4) years, including at least two (2) years of administrative support or research experience.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Note: One year of work experience is equivalent to thirty semester hours of coursework from an accredited college or university.

Must successfully complete the examination process.
FLSA Status: Non-exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 26, 2007

Classification Established: February 26, 2007
Revision Date(s):

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

LIEUTENANT – Class Code 1251

SUMMARY STATEMENT:

Plans, coordinates, directs and evaluates work of sworn and civilian personnel in patrol, criminal investigations, or support sections of the Department, or in outside agency assignments. May serve in an administrative position. Performs related duties as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Plans, schedules, coordinates and supervises the work of sworn sergeants and officers and civilian supervisors and employees.
2. Reviews the work of assigned personnel to ensure compliance with Departmental policies and procedures.
3. Evaluates employee performance. Provides for necessary training to correct deficiencies or enhance career development. Initiates discipline when appropriate. Prepares performance appraisals and supporting documentation.
4. Serves as mentor and enables employee development.
5. Participates in the development of departmental policies, procedures, and directives.
6. Inspects and evaluates organizational operations, plans and programs. Maximizes the utilization of resources to achieve the highest degree of productivity.
7. Serves in the absence of the commander/manager.
8. Prepares a budget and controls expenditures for personnel, equipment and general operations.
9. Prepares comprehensive reports, staff studies, and other written communications.
10. Develops grant proposals.
11. Coordinates and directs the operations of multi-agency task forces.
12. Prepares comprehensive action, response, and operation plans.
13. Maintains inter-agency and community relationships through personal contact and subordinate interaction.
14. Participates on boards, committees, and task forces.
15. Presents information to diverse audiences through written and oral communications.
16. Oversees investigations into citizen or internal complaints against the Department or its employees in order to make recommendations.
17. Directs and controls complex criminal investigations.
18. Evaluates and utilizes data from information systems.
19. Exercises full peace officer authority when required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the political and community infrastructure.
2. AZPOST and Departmental training requirements.
3. principles and practices of supervision and management.
4. principles of conflict management.

5. crisis management techniques and procedures.
6. tactical operation and/or task force procedures.
7. investigative techniques.
8. principles of program management.
9. police methods, practices and procedures.
10. federal, state and local statutes, regulations, mandates, and court decisions.
11. Department's mission, goals, directives, rules, regulations and organizational structure.
12. Departmental and multi-agency programs.
13. issues related to public safety.
14. basic principles of budget development and management.
15. electronic information systems (data bases, spreadsheets, word processing).

SKILL IN:
1. written communication to prepare clear, accurate and comprehensive reports.
2. oral communications with diverse audiences of varying sizes.

ABILITY TO:
1. plan, organize, and manage human and material resources.
2. establish and maintain effective working relationships with those contacted in the course of assignment.

ADDITIONAL REQUIREMENTS:
Must possess and maintain AZ POST certification as a sworn peace officer.
Must have a valid Arizona driver's license.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
May be required to respond to crime scenes or critical incidents.
May be exposed to outdoor weather conditions, fumes or dust, toxic or caustic chemicals or bodily fluids.

MINIMUM QUALIFICATIONS:
Requires three years of experience and permanent status as a Sergeant with the Arizona Department of Public Safety. Must have an overall employee performance evaluation rating of at least "standard" for the last 12 months. Sixty (60) semester hours (or the equivalent quarter hours) from an accredited college or university may substitute for one year of experience.

Must successfully complete the examination process.
FLSA status – Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 1, 2000

Classification Established: November 27, 1985
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

MAIL CLERK – Class Code 4142

SUMMARY STATEMENT:

Responsible for a variety of duties to include the processing, delivery and pickup of interdepartmental and U.S. mail for the Department. Performs other duties as required. Supervision is received from the Administrative Service Manager. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Keeps abreast of postal and Departmental changes which may affect the flow of mail in order to expedite and ensure accurate processing, delivery and pickup of mail throughout the Department.
2. Sorts, weighs, bundles and determines postage for outgoing mail.
3. Operates postal equipment (e.g. postage meter and scales) to process and distribute mail.
4. Operates and maintains Department motor vehicle for use of mail delivery and pickup.
5. Delivers/picks up interdepartmental and U.S. mail daily for on-site locations using a manually operated mail cart.
6. Maintains and replenishes postal supplies by purchasing stamps and paying for bulk mail, postage due and business reply permits.
7. Delivers/picks up registered, express, special delivery, certified and insured U.S. mail from/to the U.S. Post Office.
8. Communicates orally with Departmental employees both in person and by telephone to resolve complaints and provide information regarding postal charges and mail pickup/delivery schedules.
9. Transports payroll to the U.S. Post Office using a motor vehicle within a specified time period to ensure next-day delivery throughout the state.
10. Prepares shipments of interdepartmental mail to outlying DPS districts on a daily basis.
11. Maintains monthly computer tracking system in order to track postage usage to be billed and cost, and a mailing list for distribution of internal and external mailings.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. Federal postal regulations regarding letters, printed materials, small packages, and registered, certified and bulk mail.
2. basic operation of computer devices.

SKILL IN:
1. the operation of postal equipment (i.e. postage meters, scales, etc.).

ABILITY TO:
1. adapt quickly to organizational and personnel changes within the Department.
2. work within a stringent time schedule.

3. operate a motor vehicle in a safe manner.
4. interpret and understand postal charge tables.
5. establish and maintain effective working relationships with those contacted in the course of assignment.
6. compute simple mathematical calculations using a calculator.
7. communicate orally in person and by telephone.
8. exercise good judgment in maintaining confidentiality of mailed documents.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS:
May be required to walk up to three miles while manually operating a mail cart carrying a weight of up to 75 pounds.
May be exposed to outside local climate conditions.
May be required to lift and carry items up to 75 pounds.

ADDITIONAL REQUIREMENTS:
Requires a valid Arizona driver's license.

MINIMUM QUALIFICATIONS:
Requires one (1) year of experience sorting, metering and/or processing mail, **OR** one (1) year of office experience.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA status – Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 1, 2000

Classification Established: June 2, 1995
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

MARKETING SPECIALIST – Class Code 4425

SUMMARY STATEMENT:

Responsible for developing and implementing a marketing strategy in both print and multi-media formats for diverse audiences to comprehend complex issues and trends within the public safety community. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Creates electronic documents using word processing and desktop publishing tools, and maintains a marketing database.
2. Responsible for a wide variety of marketing projects.
3. Maintains content, format and currency of website.
4. Conducts focus groups to identify needs and concerns from stakeholders.
5. Reviews published materials and recommends revisions or changes in scope, format and content.
6. Develops newsletters and other informational tools to keep stakeholders informed of strategic short and long term issues and goals.
7. May write speeches, articles and other media releases.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. principles and practices of marketing, journalism, and public relations.
2. principles and practices of composing and editing informational material.
3. familiarity with web editing tools and software.
4. writing styles to inform, persuade and educate diverse audiences.
5. the principals and techniques used in publishing.
6. effective marketing methods and techniques.

SKILL IN:
1. the use of various word processing, desktop publishing and multi-media tools.
2. making oral presentations.
3. producing graphic designs, brochures, and other materials for training programs or public presentations.

ABILITY TO:
1. develop creative and innovative programs and documents.
2. develop and implement marketing plans to support specific goals.
3. understand technical information and concepts presented in various forms.
4. maintain effective working relationships with other employees, supervisory personnel, state and local officials and the public.
5. ability to work effectively in both team and solo assignments.
6. communicate effectively both orally and in writing.

7. prioritize a variety of projects and work under deadlines.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office environment.

MINIMUM QUALIFICATIONS:
Requires a Bachelor's degree in journalism, advertising, marketing or other related field and two (2) years of experience OR, an equivalent combination of education and experience to equal six (6) years.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt.

APPROVED: _____ DATE: _____

EFFECTIVE DATE: September 14, 2005

Classification Established: September 14, 2005
Revision Date(s): January 2007

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

MOTOR CARRIER INVESTIGATOR – Class Code 6930

SUMMARY STATEMENT:

Under general supervision, is responsible for the enforcement of local, state, and federal laws and regulations pertaining to commercial vehicles, tow trucks, and/or school buses. Performs other duties as assigned.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Performs scheduled and unscheduled terminal, port-of-entry, and roadside inspections of commercial vehicles, tow trucks, school buses, and drivers for compliance with federal, state, and local laws. Conducts special enforcement details (e.g., drug interdiction) as assigned. Reviews driver records/logs and files, vehicle maintenance records, and inspection files.
2. Places unsafe vehicles (e.g., commercial, tow trucks, school buses) and drivers in out-of-service status until corrective action is taken.
3. Patrols state highway systems to monitor commercial vehicle traffic, assist disabled motorists, and promote highway safety. Directs traffic in emergency and non-emergency situations. Removes obstructions (e.g., immobile vehicles or equipment) from the roadway.
4. Administers first aid when first responder to an accident scene.
5. Prepares and maintains records documenting inspections, traffic complaints, arrests, and/or incidents.
6. Interprets and/or explains provisions of laws, rules, and regulations to motor carriers, drivers, mechanics, school administrators, and other interested parties. Interacts with other agencies, school districts, and private industry to encourage cooperation and compliance with regulations. Conducts related training courses for agencies, groups or individuals. Attends public meetings to provide information related to motor carrier laws and safety.
7. Cites and/or arrests commercial vehicle violators. Determines if probable cause exists in an enforcement situation. Conducts searches for evidence of criminal activity and contraband. Transports prisoners to jail for booking. Exercises full peace officer authority enforcing laws that pertain to motor carrier safety regulations.
8. Investigates accidents, incidents, or complaints involving commercial vehicles or school buses. Interviews witnesses and violators to obtain facts for reports. Collects and secures evidence according to policy.
9. Prepares investigations for court proceedings, and testifies as required.
10. Operates and maintains DPS-issued equipment (e.g., vehicles, weapons, radios, scales, radar equipment, etc.) in a safe and proficient manner.
11. Serves as acting supervisor when required.
12. Maintains proficiency in all tasks and requirements related to assignment and AZ POST certification for specialty officers.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. basic maintenance and operation of a motor vehicle.

2. Department general orders, policies and procedures.
3. Arizona Revised Statutes related to area of assignment.
4. court procedures to present testimony and evidence.
5. conventional investigative practices and procedures.
6. self defense/arrest procedures.
7. first responder first aid treatment.
8. Federal Motor Carrier Safety Regulations related to area of assignment.

SKILL IN:
1. the handling of law enforcement weapons, such as handguns, shotguns, batons, and chemical agents.
2. in the safe operation of a motor vehicle under normal or emergency conditions.
3. in conducting interviews to obtain detailed information.

ABILITY TO:
1. communicate orally and in writing to present information in a logical and understandable format.
2. work independently with little or no supervision.
3. operate personal computer and standard office equipment.
4. establish and maintain effective working relationships with others.
5. operate two-way communications equipment.
6. analyze, interpret and evaluate information to draw valid conclusions and make decisions.
7. plan and organize work.

POSITION AGREEMENT:
Department of Public Safety Motor Carrier Investigator positions exist throughout Arizona and in bordering states. Motor Carrier Investigators may be assigned to any of these positions.

MINIMUM QUALIFICATIONS:
Requires current certification as a specialty officer with the Arizona Peace Officer Standards and Training Board (AZ POST) **AND** six (6) years of experience as an investigator with the Department of Public Safety in the enforcement of local, state, and federal laws and regulations pertaining to commercial vehicles, tow trucks, school buses, and interstate truck terminals and shippers. Must have a valid Arizona drivers license.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 3, 1998

Classification Established: February 21, 1976
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

MOTOR CARRIER SUPERVISOR – Class Code 6925

SUMMARY STATEMENT:

Enforces local, state and federal statutes and regulations pertaining to commercial vehicles, tow trucks, and school buses. Supervises the work of Motor Carrier Investigators and Officers. Performs related work as required.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Schedules, supervises, and evaluates the work of Motor Carrier Investigators, Officers and other assigned personnel. Trains assigned personnel in job-related duties.
2. Conducts investigations and safety compliance checks.
3. Interprets ordinances, laws, regulations, codes, and policies.
4. Prepares cases and testifies in court and/or at administrative hearings.
5. Participates in budget preparation.
6 Recommends the acquisition of new equipment.
7. Prepares a variety of reports.
8. Coordinates and conducts safety meetings and seminars with motor carriers, their drivers, safety personnel and other interested parties to enhance their related safety programs.
9. Establishes and maintains files containing records, reports, and other necessary materials for the proper operations of assigned unit.
10. Oversees roadside inspection/weight details in cooperation with other state, local and county agencies at various locations throughout the state on a regular basis.
11. Enforces state, federal and local laws as dictated by Department policy through such methods as patrol, roadblocks, issuance of traffic citations and repair orders.
12. May serve in the absence of a supervisor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. investigative techniques and arrest procedures.
2. court procedures to present testimony and evidence.
3. applicable federal, state, and local statutes and regulations.
   the principles and practices of supervision.
4. report writing techniques in order to prepare accurate and detailed reports.
5. interviewing techniques to obtain detailed information.

SKILL IN:

1. the safe operation of a motor vehicle under normal or emergency conditions.
2. firearms and impact weapons proficiency.

ABILITY TO:

1. communicate orally to present information in a logical and understandable format.

2. establish and maintain effective working relationships with Department personnel, and other law enforcement and governmental agencies.

ADDITIONAL REQUIREMENTS:
Must possess and maintain AZ POST certification as a specialty officer. Must have a valid Arizona driver's license.

MINIMUM QUALIFICATIONS:
One year of experience as a DPS Motor Carrier Investigator with an overall performance rating of at least "standard" in the last 12 months; or seven years of experience as an investigator in a law enforcement regulatory agency or military organization, insurance company, or closely related assignment.

Note: This classification will be eliminated through the process of attrition.

Must successfully complete the examination process.
FLSA status – Non-exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 1, 2000

Classification Established: September 19, 1989
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

OFFICE COORDINATOR – Class Code 4704

SUMMARY STATEMENT:

Responsible for a wide variety of duties word processing, preparing minutes, reports and correspondence, maintaining accurate and detailed records and files, greeting visitors, telephone reception and scheduling appointments and meetings. Performs related duties as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Prepares typed copy (e.g., correspondence, minutes, memoranda, briefs, agendas, contracts, reports, etc.) from written or oral information in order to produce error free documents.
2. Screens incoming telephone calls in order to provide assistance or refer call to appropriate staff member.
3. Composes correspondence from rough draft and transcription tapes regarding a wide variety of subjects
4. Enters information (e.g., investigations, evaluations, call signs, inventory, etc.) into a computerized tracking system in order to originate, update, reconcile, transfer and track data.
5. Researches purchase options and/or payment information in order to purchase necessary supplies and equipment, complete forms, reconcile errors and ensure accuracy of document information.
6. Manages assigned unit's mail; screens incoming correspondence in order to refer correspondence to appropriate staff member for response and prepares unit's outgoing mail for pick-up.
7. Greets visitors (e.g., Department personnel, other state or law enforcement agency personnel and the general public) in person in order to provide assistance or refer to appropriate staff member.
8. Reviews and proofreads a variety of information to ensure accuracy of information, consistency with administrative policy, format, and working and grammatical correctness.
9. Gathers and summarizes data for briefs, reports, and correspondence from computerized tracking system and manual files in order to provide accurate information.
10. Queries Electronic Mail System (EMS) and/or Lotus Notes in order to obtain information for section personnel.
11. Assesses whether callers and/or visitors should have access to information being requested in order to ensure that confidential information is disseminated to authorized persons only.
12. Orders offices supplies, repair services, plaques and awards; tracks and picks up orders.
13. Processes time and activity records for district, section, bureau or division to ensure timely entry of records of time worked and activities performed by employees.
14. Establishes, updates and maintains manual filing systems and computer software programs (e.g., databases and spreadsheets) to track information (e.g., encumbrances regarding budget, grants, appropriated funds, subpoenas, property/evidence disposition authorizations, reports and correspondence, equipment usage, meetings, assignments, supplies, etc.).
15. Remains current on modern office and job-specific procedures through job-related training courses in order to apply appropriate methodologies.
16. Prepares various forms and requests (e.g., PARs, purchase requisitions, travel requests, etc.).
17. Schedules meetings and appointments for administrator/section personnel in order to ensure availability, prioritize schedules and avoid scheduling conflicts.
18. Transcribes reports, minutes, search warrants, correspondence, affidavits, interviews, etc. from dictation tapes in order to provide written information.
19. Assists unit personnel in the use of computer software/hardware and forms.
20. Processes cycle and quarterly overtime for assigned work unit.

21. Explains time and activity, overtime and industrial leave policies in order to coordinate work functions and provide information for employees.
22. Prepares/distributes bulletins and newsletters regarding a wide variety of subjects.
23. Responds to public record requests in order to accommodate attorneys, law enforcement officials, subpoenas and media in accordance with public record guidelines.
24. May direct and review the work of or supervise district/section personnel to ensure that assigned tasks are completed accurately and in a timely manner.
25. Prepares and coordinates payment of billings to companies who use the services of off-duty officers.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. business English, spelling, grammar and punctuation required to produce and proofread simple written documents.
2. modern office practices, procedures and equipment required to perform office functions in an efficient manner.
3. records management systems (both automated and paper files) to ensure accurate maintenance of files and ease of retrieval.
4. basic accounting principles required to reconcile and balance financial records.

SKILL IN:
1. the use of computer software programs.
2. the use of computer keyboard devices.

ABILITY TO:
1. organize, prioritize and perform multiple tasks to complete job functions in an orderly, efficient manner.
2. greet visitors in person in a courteous, professional and efficient manner.
3. work independently with minimal supervision.
4. establish and maintain effective working relationships with those contacted in the course of assignment.
5. effectively communicate orally and in writing for the purpose of obtaining and disseminating information.
6. read, comprehend, and interpret complex written materials.
7. understand written and verbal instruction to complete assigned tasks accurately.
8. calculate mathematical problems involving addition, subtraction, multiplication and division of moderate difficulty.
9. perform detailed work with a high degree of accuracy.
10. work within stringent deadlines.
11. exercise good judgment in safeguarding confidential or sensitive information.
12. take/transcribe minutes, letters, memos, etc. to provide written documentation of information.
13. answer incoming calls in a courteous and professional manner.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

MINIMUM QUALIFICATIONS:
Requires three (3) years of increasingly responsible secretarial experience; **OR** 60 semester hours (or equivalent quarter hours) from an accredited college or university and one (1) year of increasingly responsible secretarial experience. Must type a minimum of 60 net words per minute.
Progression to the next pay level/step requires an overall performance rating of at least “Standard” in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: February 10, 1996
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

OFFICER – Class Code 1200

SUMMARY STATEMENT:

Patrols highways and/or performs general duty police work in the protection of life and property through the enforcement of laws and ordinances and the prevention of crime. May be assigned to specialized functions including, but not limited to, training, motorcycle patrol, executive security, handling of explosives, hostage negotiations, Special Operations Unit, criminal investigations, paramedic duties, community relations, or administration. Performs related tasks as required.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Patrols state highway systems by automobile, motorcycle, aircraft or other means. Enforces traffic laws and controls movement of traffic. Maintains familiarity with patrol area by learning highways, landmarks, buildings and topography.
2. Answers calls and complaints involving accidents, misdemeanors, and felonies. Responds to general public calls for assistance.
3. Stabilizes emergency situations. Secures accident or crime scenes, administers first aid as first responder, and provides assistance and/or protection as required.
4. Writes detailed reports on police-related activities.
5. Investigates traffic accidents and criminal cases by conducting interviews and gathering evidence.
6. Arrests criminal and traffic law offenders and transports to jail. Uses appropriate force to subdue offenders.
7. Prepares cases for court and testifies as a witness.
8. Keeps informed and aware of persons and places suspected of illegal activity and/or potential for problems within an assigned area.
9. Attends training classes in police methods and related topics.
10. Operates and maintains a variety of law enforcement equipment, tools, weapons and vehicles.
11. Participates in problem oriented policing efforts by identifying problem areas, recommending and implementing solutions, and monitoring the results.
12. Maintains liaison with other law enforcement agencies, court systems, and the public to promote a cooperative law enforcement atmosphere.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

1. police methods, practices and procedures.
2. Departmental rules and regulations.
3. federal, state, and local laws governing traffic and crime, search and seizure activities, and the rules of evidence.
4. first aid principles and practices.
5. conflict management techniques.

6. investigative techniques.
7. techniques of interviewing and interrogation.
8. crime patterns and trends in assigned area.

SKILL IN:
1. the operation of a vehicle under normal and/or adverse conditions.
2. the use of firearms and related police emergency equipment.

ABILITY TO:
1. prepare clear, accurate and grammatically correct written reports.
2. analyze situations or information and adopt quick, effective, and reasonable courses of action.
3. maintain composure and work effectively under highly stressful conditions.
4. treat persons with courtesy and respect while performing the Department's mission.
5. read and understand complex written information.
6. observe and recollect details.
7. apply deadly force in accordance with law and Department policy.
8. work independently.
9. establish and maintain cooperative working relationships with those contacted in the course of work.
10. work any hours including weekends, holidays, rotating shifts, call-outs and overtime.
11. perform work for extended periods of time in environments of extreme heat or cold, or wet conditions.
12. use specialized protective equipment or clothing.
13. perform the physical requirements of the work (e.g., run and/or jump over rough terrain and obstacles; physically take custody of persons; subdue and apprehend combative suspects; safely search persons and places; push or pull heavy objects and apply force with upper and lower body; reach, bend, stoop, kneel, twist and turn, etc.)
14. perform basic mathematic and statistical calculations.
15. communicate clearly and concisely, both orally and in writing.
16. operate a computer to input and retrieve information.

POSITION AGREEMENTS:
Department of Public Safety sworn personnel are stationed throughout Arizona with some individuals living in Utah, California, Nevada and Colorado. Officers may be assigned to any of these positions.

MINIMUM QUALIFICATIONS:
Must possess current AZ POST certification as a regular peace officer and a valid Arizona drivers license.
Progression to the next pay level/step requires an overall performance rating of at least “Standard” in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: October 3, 1998

Classification Established: October 3, 1998
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

OPERATIONS ASSISTANT – Class Code 3114

SUMMARY STATEMENT:

Under general supervision, performs a variety of support tasks assisting law enforcement personnel. Performs related duties as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Receives, documents, stores, secures, and transports a variety of evidential material and property; maintains chain-of-custody. Releases property to authorized personnel.
2. Assists officers as directed with emergency and/or routine duties.
3. Assists the public with first-on-scene aid (e.g. traffic control, fire control).
4. Provides limited assistance to motorists with disabled vehicles (e.g. loaning tools, providing water for cooling system, transporting to a telephone or for fuel, parts, etc.).
5. Transports supplies, mail, documents, equipment, and vehicles to designated locations as required.
6. Orders, ships and receives supplies and equipment; stocks, organizes, and maintains materials for efficient accessibility. Performs inventory control and reconciles discrepancies.
7. Maintains neat and orderly work area.
8. Schedules vehicles for needed maintenance and repairs. Inspects vehicles for maintenance needs.
9. Performs routine clerical duties. Answers telephones; prepares, duplicates, or shreds documents; updates and maintains a variety of manual and computerized records and files; searches files and documents to resolve discrepancies, gather statistics, or provide information. Assists visitors with information or referrals. Serves as backup to other office personnel as needed.

KNOWLEDGE SKILLS AND ABILITIES:

KNOWLEDGE OF:

1. accurate establishment and maintenance of records management systems.
2. the basic principles of receiving, returning, lifting, moving, stacking and storing supplies.
3. the basic principles of the proper use, storage and handling of hazardous materials.
4. establishment and maintenance of computerized and manual inventory systems.
5. basic procedures for handling evidence and preserving the chain-of-custody.

ABILITY TO:

1. develop and maintain effective working relationships with employees and the public.
2. interpret and follow oral instructions.
3. adapt to changes in schedules and job priorities.
4. perform detailed work with a high degree of accuracy.
5. read and interpret written information.
6. work independently with minimal supervision.
7. calculate mathematical problems involving addition, subtraction, multiplication and division.

8. analyze problems and develop viable solutions.
9. operate standard office equipment, (e.g. typewriter, personal computer, calculator transcriber, FAX, photo copier, multi-line telephone, microfiche, shredder, etc.).
10. research and reconcile inaccuracies and make appropriate corrections.
11. operate and perform simple repairs on a variety of job related equipment and tools (e.g. forklift, furniture, appliance dollies, pallet jack, digital meter, hand tools, television, VCR, film projector, intoxilyzer, electric generator, etc.).
12. type at a speed necessary for adequate job performance.
13. perform job duties effectively in stressful or emergency situations.
14. communicate effectively with others.
15. operate a two-way radio.

ADDITIONAL REQUIREMENTS:
Ability to lift and move packages weighing up to 75 pounds each, in compliance with OSHA regulations.
Ability to bend, stretch, stoop, reach and climb (stairs or step ladders).
Ability to travel throughout the state as needed.
Ability to safely operate a variety of motorized vehicles and equipment in inclement weather.

MINIMUM QUALIFICATIONS:
Requires two (2) years of storekeeping, warehousing, clerical or law enforcement agency experience; or any equivalent combination. Must have a valid Arizona driver's license.
Progression to the next pay level/step requires an overall performance rating of at least “Standard” in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 3, 1998

Classification Established: January 3, 1998
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

PAYROLL SPECIALIST – Class Code 4205

SUMMARY STATEMENT:

Performs a variety of accounting duties involved in processing, reconciling and documenting the payroll function for the Department. Essential functions must be performed with a high degree of accuracy. The work product of this classification is subject to annual audit by the Auditor General's Office and must conform to Generally Accepted Accounting Principles and the State of Arizona Accounting Manual. Supervision is received from an Administrative Supervisor. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Reviews and interprets Personnel/Position Action Requests (P/PARs) to determine if a payroll action is required.
2. Establishes new employees into the Department of Administration's (DOA) Human Resource Management System (HRMS) in accordance with the policies and procedures contained within the HRMS Manual.
3. Calculates payroll changes in accordance with P/PARs and enters those changes in both the HRMS and the DPS personnel systems.
4. Reconciles financial reports and records to ensure accurate payment to employees, and resolves any discrepancies noted. Maintains documentation of the reconciliation to validate the payroll process when audited.
5. Processes supplemental payments into HRMS (e.g. overtime, leave amortization, retroactive pay, etc.).
6. Calculates salary and leave balance adjustments for employees participating in the Department's Supplemental Industrial Compensation Plan and coordinates payments with DOA's Risk Management.
7. Calculates federal/state withholdings to assist employees in completing W-4 forms.
8. Researches and compiles statistical information in response to inquiries from attorneys, lending institutions, and other governmental entities and management.
9. Interprets and explains DPS and DOA payroll policies and practices to all levels of Department employees.
10. Prepares internal/external correspondence in response to written inquiries concerning payroll related issues. Researches and responds to inquiries from all levels of Department personnel and other agencies regarding payroll issues.
11. Develops and maintains spreadsheets to monitor enrollment in the Department's Leave Amortization Program, payment of hourly employees and retroactive pay calculations.
12. Acts as a liaison between DPS and other agencies to facilitate the transfer of employees between agencies.
13. Represents the Department at various DOA HRMS meetings.
14. Participates in the review and revision of General Orders and section procedures that impact the payroll function.
15. Provides data entry support to the Accounts Payable unit as needed.
16. Reconciles leave without pay report to PAR's to ensure proper payment to employees and resolves any discrepancies.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. payroll and accounting principles and procedures.
2. primary financial records (i.e. payables, receivables, expenditures, revenues, and financial statements).
3. federal/state tax withholding regulations.
4. mathematics used in calculating payroll information.

SKILL IN:

1. the use of office equipment (including a computer, computer devices, calculator, telephone, typewriter, fax machine, copier).

ABILITY TO:

1. adhere to high standards of confidentiality and honesty.
2. review, proofread, and verify forms and financial documents for accuracy in calculation, coding and adherence to policies and procedures.
3. research and reconcile inaccuracies and errors in financial documents.
4. work independently with minimal supervision.
5. plan, organize, and carry out work in a timely and efficient manner.
6. establish and maintain effective working relationships with those contacted in the course of assignment, such as other department employees, management, vendors and other government agency employees.
7. read, comprehend and interpret written materials of moderate difficulty.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Office setting

MINIMUM QUALIFICATIONS:

Requires two (2) years of general accounting experience involving the processing of payroll; accounting or related courses from an accredited college or university may substitute for up to one (1) year (i.e. 30 semester hours) of the required experience.

Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status – Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 1, 2000

Classification Established: January 27, 1995
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

PERSONAL COMPUTER COORDINATOR
Class Code 7621

SUMMARY STATEMENT:

Under general direction, is responsible for work of considerable difficulty in the coordination of services provided to personal computer and L/WAN users (e.g. consultation on the appropriate hardware and software to purchase, troubleshooting and problem solving on personal computers and L/WANs, providing occasional personal computer programming services, etc.); and performs related work as required. This is a competitive classification.

ESSENTIAL TASKS (not intended to be all inclusive):

1. Communicates, both orally and in writing, with Department employees, other agencies and the general public to provide information and resolve issues using oral communications skills.
2. Reviews and approves DPS office automation purchase requests to assure compliance with standards, effective use of funds, and satisfaction of customer requirements using a mainframe/personal computer and requisition form.
3. Performs "Administrator" functions for Novell 3.12 LAN (e.g. creates, deletes, renames user ID's; creates shared file areas; grants access rights to network resources, etc.) to provide customers with access to the DPS LAN, facilitate use of the network, and maintain the network system using a mainframe/personal computer, network software, and utilities software.
4. Responds to user requests for troubleshooting of network problems to assist users in gaining greater knowledge of the system and provide easier access and handling of data using knowledge of the network hardware and software.
5. Installs and configures personal computer and client/server hardware and software using a personal computer workstation and technical expertise.
6. Acquires, installs, maintains and upgrades user hardware (e.g. microcomputer CPU, monitor, speaker, printer, etc.) to provide user the ability to share devices, information, programs and data using utility programs and a LAN/WAN workstation.
7. Acquires, installs, maintains and upgrades user software (e.g. charting and graphing, database, desktop publishing, fund financial accounting, spreadsheet, word processing, etc.) to enable users to operate within the capabilities of the personal computer and/or Local/Wide Area Network environments using technical expertise and a LAN/WAN workstation.
8. Provides technical support to assist in: 1) solving complex computer support problems, 2) resolving issues regarding mainframe and LAN interactions, and 3) ensuring proper decisions on difficult hardware installa-tions and maintenance issues using a mainframe/personal computer, LAN workstation, and network printers.
9. Implements and maintains software applications to facilitate employee work processes using a mainframe/ personal computer, LAN workstation, and training facilities.
10. Provides technical advice and information to Department employees to help them maintain currency on automated systems using technical knowledge of computers.

11. Provides technical input for the acquisition and installation of computer hardware and software to ensure operation efficiency using knowledge of computers and written documentation.
12. Provides technical assistance to users to resolve problems and help them utilize resources more efficiently (e.g. LAN/WAN workstations, LANs, WANs, etc.) using vendor technical support services, analytical skills, and knowledge of the systems.
13. Reviews and comments on various documents (e.g. topic papers, technical reports, project proposals, etc.) to ensure the Department has information on the impact of such proposals on the Department automated systems, assess technical feasibility, and present alternative proposals using a mainframe/personal computer, written communication skills, and technical expertise.
14. Remains current on job-specific and departmental topics through training courses, workshops, seminars, professional organizations, professional publications, etc. to apply appropriate policies and technologies to assigned systems.
15. Performs "Administrator" functions for Electronic Mail System (EMS) LAN (e.g. creates, deletes and modifies user ID's; creates and modifies organizational groups, creates, modifies and deletes printers, etc.) to provide customers with access to the electronic mail systems, facilitate use of the net-work, and maintain the network using a mainframe/personal computer, network software, and utilities software.
16. Evaluates business problems and revised operational procedures to identify potential enhancements to assigned systems to meet changing business requirements using technical expertise.
17. Assists technical staff in the resolution of mainframe, personal computer, and client/server problems using a mainframe/personal computer and technical expertise.
18. Responds to 24-hour emergency calls for assistance to perform emergency corrective actions to return applications programs and systems to operational mode during off-duty hours using a LAN/WAN work-station, and debugging/tracing tools.
19. Researches, designs, acquires, installs, configures, tests, maintains, monitors and upgrades LAN system hardware (e.g. servers, tape backup systems, power backup systems, network interface cards, FAX server, CD ROM server, shared printers and modems, wiring hubs, etc.) to provide the ability for users to share devices and information, centralized installation and control for users, and consistent backups of all programs and data, using equipment-specific software/utility programs, and a mainframe/personal computer.
20. Researches, recommends, procures, installs, and maintains shared user software applications on the server for functions (e.g. word processing, spreadsheets, databases, charting and graphing, desktop publishing, and fund financial accounting, etc.) to provide standardization of the applications, their installation, centralized support, and reduction of licenses required using the software, a LAN/WAN workstation, and LAN server.
21. Estimates required resources to complete tasks in assigned projects in order to project completion dates and aid in scheduling, using a mainframe/personal computer and scheduling/tracking applications.
22. Interviews Department and outside clients to determine system requirements using technical expertise.
23. Serves as a technical liaison between the work unit and other segments of the Department or outside agencies to investigate and resolve problems, and facilitate proper use of assigned systems using a mainframe/personal computer, modern office equipment, and personal contacts.

24. Recommends changes to policies, procedures, applications development standards, and guidelines to improve staff productivity using a mainframe/personal computer, written communication skills, and technical expertise.
25. Interprets and disseminates information applicable to assigned systems (e.g. time and activity, overtime, leave policies, state statutes, laws, administrative rules, general policies and procedures etc.) to provide responses to questions using a mainframe/personal computer, state statutes, and Department General Orders, policies and procedures.
26. Develops, implements, and monitors project schedules to ensure all affected parties are aware of the various time commitments, resources available, and current status of projects, using a mainframe/personal computer and electronic project scheduling and tracking programs.
27. Writes, updates and submits routine, periodic, and special reports to provide information (e.g. project status, description of new computer systems, enhancements to existing systems, etc.) to clients and management using documentation of activities and time spent, a mainframe/personal computer, software, and electronic mail system.
28. Gathers and analyzes data to provide accurate information for briefings, reports and correspondence using modern office equipment and mainframe/personal computer hardware and software.
29. Prioritizes and schedules client requests to ensure the most critical needs for assigned systems are completed in a timely manner using a mainframe/personal computer.
30. Plans, monitors and controls several assigned projects concurrently to effectively use time and programming resources using a mainframe/personal computer, time management skills, and project management software.
31. Serves in the absence of the supervisor to ensure efficient operation of affected area.
32. Coordinates the installation of new and modified systems with Section personnel to ensure online and batch interfaces with other Department applications function correctly using a mainframe/personal computer and modern office equipment.
33. Installs hubs, routers and other infrastructure equipment to ensure effective and efficient use of network devices using various hand tools.
34. Prepares informational reports (e.g. monthly activity, budgetary, financial, statistical, etc.) to provide accurate information using a personal computer, spreadsheet program, calculator, reference material and technical data.
35. Coordinates and/or supervises the installation of new systems (e.g. applications, personal computers, networks, telephone systems, etc.) using contractors, consultants, Section staff and technical expertise.
36. Serves as a liaison between the Department, Unit and various other agencies/associations to investigate and resolve problems and facilitate the proper flow of information using a LAN/WAN workstation, telephone and personal contacts.
37. Serves on committees and task forces for the Department and external organizations to provide input, exchange information, and perform the functions of the committee (e.g. policy writing, analysis of recommendations, problem solving, etc.) using expertise and a personal computer.
38. Installs, maintains, performs user configurations, and makes changes to microcomputer-based mainframe terminal gateways to the Department mainframe computer to provide access to mainframe applications (e.g. MIS, ACJIS, EMS, NCIC, etc.) using mainframe terminal gateway and client software, and an IBM synchronous modem.

39. Conducts and/or attends administrative and/or technical meetings or conferences to obtain and/or disseminate information regarding assigned work area issues.
40. Writes applications documentation to provide written support and backup of program functions using a mainframe/personal computer, hardware, and software.
41. Writes systems documentation to provide written support and backup of the system functions using a mainframe/personal computer, hardware, and software.
42. Assists trainers in writing training documentation to ensure documentation is correct and complete using technical expertise and interpersonal skills.
43. Schedules, monitors, develops and conducts training for subordinate technical staff to ensure they have the needed knowledge, skills and abilities to perform their jobs, using technical knowledge.
44. Evaluates and makes recommendations on commercial software to improve productivity and client services using a mainframe/personal computer, technical expertise, and knowledge of client and Department requirements.
45. Coordinates vendors and contractors on LAN work assignments to provide the most current capabilities for the system using knowledge of the network hardware and software.
46. Composes written test questions, training and experience supplements and interview questions to evaluate technical expertise of prospective employees and outside technical consultants using a mainframe/personal computer, software, technical expertise and modern office equipment.
47. Interviews applicants for vacant technical positions and temporary contract services to evaluate their technical capabilities using technical expertise and Department policies and procedures.
48. Prepares and delivers oral and graphic presentations to small and large groups to provide information and answer questions regarding data processing functions and Department automation using presentation skills and mainframe/personal computer hardware and software.
49. Writes LAN/WAN network backup procedures to ensure standards and consistency in LAN/WAN data backup using a LAN/WAN workstation.
50. Contracts with, and supervises, contracted network specialists and consultants in the performance of technical tasks using applicable state laws, Department contracts, and evaluations of applicant credentials.
51. Researches, recommends, procures, installs, upgrades, and maintains network operating system software (e.g. peripheral software for backup, virus protection, application metering, network management communications [Novell]) to maintain integrity of the systems, provide stability, management and integration of systems, and maintain legality and security of the systems, using software programs on CD or diskettes, network servers, and a LAN/WAN workstation.
52. Researches, recommends, procures, installs, and maintains shared and stand-alone applications for specialized dial-in/dial-out access and Internet access to accommodate the user with applications which do not work well on a LAN or are not cost effective for LAN versions using technical and consultant expertise and written manuals.
53. Develops and conducts, or obtains from outside sources, training sessions to train subordinates and users on new and existing systems (e.g. applications software, custom programs, personal computer capabilities, LAN features, WAN features, etc.) using contractors and implementers.

54. Advises management on in-house and industry trends that may keep the work unit from meeting its goals and objectives using oral and written reports and analytical skills.
55. Acquires, installs, maintains, and upgrades Local/Wide Area Network software (e.g. metering, backup systems, virus protection, operating, utilities, etc.) to enable users to operate within the capabilities of the personal computer and/or Local/Wide Area Network environments using technical expertise and a LAN/WAN workstation.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the principles, concepts, capabilities, and operations of microcomputer hardware, data storage devices and peripherals (e.g. personal computers; LAN servers; hard, floppy and magnetic tape drives; printers; modems; CD-Rom drives; keyboards; mice; etc).
2. data wiring topologies, design, and techniques.
3. troubleshooting techniques on hardware and software (e.g. personal computer, network, communications equipment, etc.).
4. number systems (e.g. binary, decimal, hexadecimal, etc.) used by digital computer systems.
5. mainframe and personal computer based electronic mail systems and their capabilities.
6. current technological trends for mainframe, client/server, and personal computer information systems.
7. the various operating systems utilized by the Department (e.g. Microsoft Windows, Windows NT, UNIX, MVS/ESA, etc.).
8. local and wide area computer networks and topologies (e.g. Novell, 3Com, star topology, etc).
9. network application and data security systems (e.g. Netware, Windows NT, RACF, etc).
10. technical computer terminology.
11. the principles and practices of supervision.

SKILL IN:

1. the use of mainframe and personal computer hardware and peripheral devices.
2. reviewing, interpreting, and proofreading comprehensive, analytical, statistical, technical, and administrative reports, documents, and manuals.
3. evaluating commercial programs and systems.
4. analyzing user needs to design appropriate system modifications or new applications to meet the identified requirements.
5. developing logical conclusions and implementing practical solutions to highly complex technical and business problems.
6. working independently as well as part of a team.
7. performing under pressure and meeting deadlines.
8. solving highly complex logic problems.
9. assisting customers with computer related problems.
10. installing and configuring computer equipment (e.g. computer, network, communications, etc.).
11. analyzing, diagnosing and resolving software and hardware problems and their inter-relationships with available tools (e.g. personal computer and peripherals, network equipment, communications equipment, etc.).

12. using commercial microcomputer software (e.g. word processing, spreadsheet, groupware, project management, flowchart, etc).
13. effectively communicating orally.
14. developing and maintaining effective working relationships with individuals at all levels of an organization.
15. decision making.
16. comprehending and interpreting oral communications.
17. the use of various operating system utility programs to view and analyze the contents of computer files.
18. system testing applications to identify performance, data integrity, communication and functionality problems and ensure the programs are corrected accordingly.
19. effective time management and organization techniques.
20. identifying, researching, analyzing and interpreting technical information from a variety of sources to resolve complex problems, (e.g. design, code, debug, etc.) custom developed applications.
21. using modern office equipment (e.g. FAX, photocopier, phone, page, etc.).
22. performing multiple highly complex tasks concurrently.
23. describing problems, alternatives, and making recommendations.
24. adjusting priorities and work schedules as necessary to meet project deadlines.
25. selecting the best tool on various platforms (mainframe, personal computer, UNIX, etc.).
26. recognizing hardware and software problems and implementing effective solutions (e.g. mainframe, personal computer, client/server, etc.).
27. evaluating technology trends (e.g. time frames of impact on market, influence of trends on market as a whole, potential impact on user clientele, impact on current systems, possible time frames, potential costs in terms of money and people, etc.).

ABILITY TO:

1. Ability to learn and apply new technical knowledge and skills.
2. Ability to adapt to rapidly developing and changing technology.
3. Ability to identify ways to improve productivity and effectiveness by using automation.
4. Ability to develop and implement changes.
5. Ability to integrate equipment on multiple platforms (e.g. Macintosh, personal computers) and operating systems (Unix, VAX, System 7, DOS, Windows, OS/2, HP Unix, OSF/1 unix, Netware, VMS, Pathworks, etc.).
6. Ability to define accurately and clearly specifications for personal computer and network related systems.
7. Ability to interpret information about technological issues and advances.

MINIMUM QUALIFICATIONS:

Requires three (3) years of experience as a Personal Computer Specialist with the Arizona Department of Public Safety; **OR** four (4) years of experience providing technical support services to micro-computer, mini-computer, and LAN users. Coursework in computer science, management information systems, or a related field from an accredited college, technical school, or university may substitute for up to one (1) year of the required experience on a month for month basis.

Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 5, 1997

Classification Established: April 5, 1997
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

PERSONAL COMPUTER SPECIALIST – Class Code 7620

SUMMARY STATEMENT:

Under direction, is responsible for performing analytical, technical and administrative work in the planning, design and installation of new and existing microprocessor-based computer systems; conferring with end users to determine types of hardware and software required; installing new hardware, standard applications, and operating software; and performing other tasks as assigned. This is a competitive classification.

ESSENTIAL TASKS (not intended to be all inclusive):

1. Schedules use of the Information Center facilities for DPS employees using personal computers and appropriate software.
2. Maintains the Information Center facilities, computers, and software to ensure they are ready for use when needed using technical manuals and expertise.
3. Communicates, both orally and in writing, with Department employees, other agencies and the general public to provide information and resolve issues using oral communications skills.
4. Performs administrative functions for assigned LAN (e.g. creates, deletes, renames user ID's; creates shared file areas; grants access rights to network resources, etc.) to provide customers with access to the DPS LAN, facilitate use of the network, and maintain the network system using a mainframe/personal computer, network software, and utilities software.
5. Troubleshoots and solves network problems to assist users in gaining greater access and handling of data using knowledge of the network hardware and software.
6. Acquires, configures, installs, maintains and upgrades user hardware (e.g. microcomputer CPU, monitor, speaker, printer, etc.) to provide user the ability to share devices, information, programs and data using utility programs and a LAN/WAN workstation.
7. Acquires, installs, maintains and upgrades user software (e.g. charting and graphing, database, desktop publishing, fund financial accounting, spreadsheet, word processing, etc.) to enable users to operate within the capabilities of the personal computer and/or Local/Wide Area Network environments using technical expertise and a LAN/WAN workstation.
8. Prepares status reports to inform supervisor of progress on assignments using a personal computer and appropriate software.
9. Implements and maintains software applications to facilitate employee work processes using a mainframe/ personal computer, LAN workstation, and training facilities.
10. Provides technical assistance to users to resolve problems and help them utilize resources more efficiently (e.g. LAN/WAN workstations, LANs, WANs, etc.) using vendor technical support services, analytical skills, and knowledge of the systems.
11. Remains current on job-specific and departmental topics through training courses, workshops, seminars, professional organizations, professional publications, etc. to apply appropriate policies and technologies to assigned systems.
12. Performs administrative functions for Electronic Mail System (EMS) (e.g. creates, deletes and modifies user ID's; creates and modifies organizational groups, creates, modifies and deletes printers, etc.) to provide customers with access to the electronic mail systems,

facilitate use of the network, and maintain the network using a mainframe/personal computer, network software, and utilities software.

13. Manages Department shared directories by checking for correct authorization and adding/deleting users, and maintaining the security of the directories using a mainframe/personal computer.
14. Responds to 24-hour emergency calls for assistance to perform emergency corrective actions to return applications programs and systems to operational mode during off-duty hours using a LAN/WAN work-station, programming languages, and program development and debugging/tracing tools.
15. Interviews Department and outside clients to determine system requirements using technical expertise.
16. Analyzes existing applications and systems to determine needed modifications and/or enhancements using a mainframe/personal computer and knowledge of the assigned systems.
17. Tracks software licensing throughout the Department to insure legality of software ownership by entering data using a personal computer and appropriate software.
18. Gathers and analyzes data to provide accurate information for briefings, reports and correspondence using modern office equipment and mainframe/personal computer hardware and software.
19. Plans, monitors and controls several assigned projects concurrently.
20. Serves as network administrator for individual and unit clients throughout the Department to provide consistent system administration using a LAN/WAN workstation.
21. Designs, schedules, coordinates, and conducts training program (e.g. EMS, WordPerfect, Windows, DOS, etc.) to educate Department employees on the available features and computer applications using technical manuals.
22. Serves on committees and task forces for the Department and external organizations to provide input, exchange information, and perform the functions of the committee (e.g. policy writing, analysis of recommendations, problem solving, etc.) using expertise and a personal computer.
23. Directs and/or assists with the writing of documentation of the use of applications programs using applications manuals, technical notes and experience with applications.
24. Installs, maintains, performs user configurations, and makes changes to microcomputer-based mainframe terminal gateways to the Department mainframe computer to provide access to mainframe applications (e.g. MIS, ACJIS, EMS, NCIC, etc.) using mainframe terminal gateway and client software, and an IBM synchronous modem.
25. Maintains accurate inventory tracking of all computer and network system hardware to ensure items are properly tagged, inventory is rechecked as required, and all appropriate transfer documents are filed with the Department using purchase orders, invoices, Department inventory system, federal inventory requirements and Department supply personnel.
26. Develops testing plans and tests and reviews new and modified systems and programs to ensure all programs and systems meet client specifications and needs, section standards and guidelines, and efficiency requirements using programming and systems expertise.
27. Conducts and/or attends administrative and/or technical meetings or conferences to obtain and/or disseminate information regarding assigned work area issues.
28. Documents training statistics to track users trained for unit and supervisor information using a personal computer and appropriate software.

29. Writes training documentation of systems to use as the basis for developing training modules for system users utilizing a mainframe/personal computer, hardware, and software.
30. Writes systems documentation to provide written support and backup of the system functions using a mainframe/personal computer, hardware, and software.
31. Develops and conducts training to ensure system users know how the systems function, using a main-frame/personal computer, hardware, software, and system documentation, and oral and written communication skills.
32. Coordinates vendors and contractors on LAN work assignments to provide the most current capabilities for the system using knowledge of the network hardware and software.
33. Writes and revises user manuals and online help text for assigned systems to provide users with reference material using mainframe/personal computer hardware and software.
34. Writes, edits, reviews and revises training workbooks, manuals, instructions and procedures to facilitate user training using a personal computer and appropriate software.
35. Prepares old and unused automated equipment for reallocation to surplus (e.g. remove user files, remove applications not to be transferred, reformat drives, etc.) to ensure no sensitive data leaves the section using applicable software and evaluation of what can be legally transferred.
36. Advises management on in-house and industry trends that may keep the work unit from meeting its goals and objectives using oral and written reports and analytical skills.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the principles, concepts, capabilities, and operations of microcomputer hardware, data storage devices and peripherals (e.g. personal computers; LAN servers; hard, floppy and magnetic tape drives; printers; modems; CD-Rom drives; keyboards; mice; etc).
2. data wiring topologies, design, and techniques.
3. network, application and data security systems (e.g. Netware, Windows NT, RACF, etc).
4. technical computer terminology.
5. troubleshooting techniques on hardware and software (e.g. personal computer, network, communications equipment, etc.).
6. number systems (e.g. binary, decimal, hexadecimal, etc.) used by digital computer systems.
7. mainframe and personal computer based electronic mail systems and their capabilities.
8. current technological trends for mainframe, client/server, and personal computer information systems.
9. the various operating systems utilized by the Department (e.g. Microsoft Windows, Windows NT, UNIX, MVS/ESA, etc.).
10. local and wide area computer networks and topologies (e.g. Novell, 3Com, star topology, etc).

SKILL IN:

1. the use of mainframe and personal computer hardware and peripheral devices.
2. reviewing, interpreting, and proofreading comprehensive, analytical, statistical, technical, and administrative reports, documents, and manuals.
3. evaluating commercial programs and systems.
4. analyzing user needs to design appropriate system modifications or new applications to meet the identified requirements.

5. developing logical conclusions and implementing practical solutions to highly complex technical and business problems.
6. working independently as well as part of a team.
7. performing under pressure and meeting deadlines.
8. solving highly complex logic problems.
9. assisting customers with computer related problems.
10. installing and configuring computer equipment (e.g. computer, network, communications, etc.).
11. analyzing, diagnosing and resolving software and hardware problems and their inter-relationships with available tools (e.g. personal computer and peripherals, network equipment, communications equipment, etc.).
12. using commercial microcomputer software (e.g. word processing, spreadsheet, groupware, project management, flowchart, etc).
13. effectively communicating orally.
14. decision making.
15. developing and maintaining effective working relationships with individuals at all levels of an organization.
16. comprehending and interpreting oral communications.
17. the use of various operating system utility programs to view and analyze the contents of computer files.
18. system testing applications to identify performance, data integrity, communication and functionality problems and ensure the programs are corrected accordingly.
19. effective time management and organization techniques.
20. using modern office equipment (e.g. FAX, photocopier, phone, page, etc.).
21. performing multiple highly complex tasks concurrently.
22. describing problems, alternatives, and making recommendations.
23. adjusting priorities and work schedules as necessary to meet project deadlines.
24. selecting the best tool on various platforms (mainframe, personal computer, UNIX, etc.).
25. recognizing hardware and software problems and implementing effective solutions (e.g. mainframe, personal computer, client/server, etc.).

ABILITY TO:

1. learn and apply new technical knowledge and skills.
2. adapt to rapidly developing and changing technology.
3. identify ways to improve productivity and effectiveness by using automation.
4. develop and implement changes.
5. define accurately and clearly specifications for personal computer and network related systems.
6. interpret information about technological issues and advances.

MINIMUM QUALIFICATIONS:

Requires three (3) years of experience providing technical support services to micro-computer, mini-computer, and/or LAN users. Coursework in computer science, management information systems, or a related field from an accredited college, technical school, or university may substitute for up to one (1) year of the required experience on a month for month basis. One year of work experience is equivalent to thirty semester (45 quarter) hours of coursework from an accredited college or university.

Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 5, 1997

Classification Established: February 10, 1996
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

PHOTOGRAPHIC SPECIALIST – Class Code 4430

SUMMARY STATEMENT:

Under general supervision, takes still photographs, develops photos and prints, enlarges or reduces for use as evidence for records or in court or for publications. Performs related tasks as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Photographs accident scenes, crime scenes, aerial scenes, and public relations opportunities. Produces photos from videotapes to provide photographic proof and pictures.
2. Processes rolls of black/white and color film. Develops negatives and prints. Reduces, enlarges, and hand-prints photos.
3. Maintains proper chemistry levels of film processing equipment. Mixes chemicals; changes gas cylinders.
4. Distributes pictures to clients. Sends accident and incident negatives to the DPS Records Unit for storage for future use.
5. Maintains records and files to document work activities, identify film and photos, and bill clients for services.
6. Cleans and maintains processors, cameras, and other related equipment to ensure proper operation and availability when needed.
7. Copies pictorial items from one medium to another.
8. Develops and conducts training classes for DPS and other law enforcement/criminal justice agency personnel.
9. Remains current on job-specific procedures through training courses, professional organizations and publications, seminars, workshops, etc.
10. Provides expert testimony in court and/or through deposition to aid in the prosecution of suspects.
11. Works with employees of DPS and other agencies to resolve photographic problems.
12. Maintains familiarity with manufacturers' safety data sheets (MSDS).
13. Serves in the absence of the Unit supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the special qualifications and nuances in photographing crime scenes.
2. the principles, practices, styles, and types of photography.
3. the correct procedures and propensities of aerating chemistry.
4. the principles and technologies of photographic equipment and variances between brands of photographic equipment.
5. the effects of time on chemical relationships in photographic mediums.
6. the principles, practices and techniques of evidentiary documentation.
7. criminal law sufficient to know which pictures should be taken at a crime scene.
8. manual camera operation and shutter speeds.

9. safety measures used around high pressure cylinders.
10. applicable federal, state, and local laws, statutes, ordinances, rules, regulations, policies and procedures.
11. the properties and environmental impact of chemicals.

SKILL IN:
1. the use of photographic equipment.
2. effective oral communications in both one-on-one and group situations.
3. problem-solving.
4. photographing from a moving airplane and/or helicopter.
5. the use of computer hardware and applicable software.
6. enhancing photographs to improve the quality of the picture.

ABILITY TO:
1. analyze information and draw valid conclusions.
2. work in darkened rooms with minimal light.
3. exercise care in performing intricate, detailed work.
4. follow oral and written instructions.
5. file according to a logical pattern.
6. read and interpret technical documents.
7. distinguish differences between fine details.

ADDITIONAL REQUIREMENTS:
Ability to respond to 24-hour emergency calls to photograph accidents, incidents, crime scenes, etc.

MINIMUM QUALIFICATIONS:
Requires three (3) years of commercial, industrial, or law enforcement photographic experience: **OR** an equivalent combination of education and experience. Must possess a valid AZ drivers license.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 3, 1998

Classification Established: August 16, 1988
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

PHOTOGRAPHIC SUPERVISOR – Class Code 4435

SUMMARY STATEMENT:

Under direction, directs, coordinates, and schedules the activities of personnel engaged in providing photographic services to the agency; responsible for materials, equipment, work flow and quality of services. Performs related work as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Processes rolls of black/white and color film. Develops negatives and prints. Reduces, enlarges, and hand-prints photos. Prints photographs for evidence, court presentations, media publications, and historical files, sometimes in emergency situations.
2. Maintains logs and other records to document receipt of film, track status, and distribute finished products to clients. Packages photos and prepares for delivery to destination. Prepares negatives for filing.
3. Photographs accident scenes, crime scenes, aerial scenes, public relations opportunities, publication articles, and portraits. Produces photos from videotapes to provide photographic proof and pictures for investigations.
4. Prepares and maintains proper processing chemicals and equipment at required levels.
5. Establishes and maintains files of negatives and request orders.
6. Produces duplicates of photographs and/or slides to use in other medium (i.e. photographs to slides).
7. Acquires supplies for work unit in most cost-effective manner. Researches new photographic equipment, writes bid specifications, obtains price quotes, submits purchase orders and requisitions, and receives products.
8. Administers Unit budget to ensure expenditures are appropriate, documented and funded.
9. Receives, prioritizes, schedules, assigns and supervises work requests.
10. Establishes performance measures, goals, objectives and priorities for assigned personnel.
11. Supervises the work of subordinate staff. Evaluates employees to advise of the requirements and expectations of the position and provide feedback regarding performance.
12. Teaches accident scene photography to officers.
13. Obtains technical services when equipment breaks down and in-house repairs are not possible.
14. Assists DPS employees in answering inquiries, locating film and photographs.
15. Drafts and submits written documents (e.g. periodic reports, budgetary requests/reports, procurement documents, etc.) to provide information and document activities of the work unit.
16. Gives depositions to provide testimony on accidents or other crime scenes personally photographed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the special qualifications and nuances in photographing crime scenes.
2. the principles, practices, styles, and types of photography.
3. the correct procedures and propensities of aerating chemistry.
4. the various brands of film and their distinct color channels.
5. the effects of time on chemical relationships in photographic mediums.
6. the principles, practices and techniques of evidentiary documentation.
7. safety measures used around high pressure cylinders.
8. applicable federal, state, and local laws, statutes, ordinances, rules, regulations, policies and procedures.
9. the proper utilization and storage of compressed air and nitrogen cylinders and gauges.
10. the properties and environmental impact of chemicals.
11. the principles and practices of developing and implementing preventive maintenance procedures.
12. various photographic equipment vendors in the state.

SKILL IN:

1. the proper use of photographic equipment.
2. oral communications in both one-on-one and group situations.
3. improvising while photographing crime scenes to compensate for unusual conditions.
4. photographing from a moving airplane and/or helicopter.
5. the use of computer hardware and software.
6. applying and interpreting statistical data.
7. enhancing photographs to improve the quality of the picture.

ABILITY TO:

1. analyze information and draw valid conclusions.
2. prioritize incoming assignments.
3. work in darkened rooms with minimal or no light.
4. exercise care in performing intricate, detailed work.
5. follow oral and written instructions.
6. file according to a logical pattern.
7. read and interpret technical documents.
8. distinguish differences between fine details.

ADDITIONAL REQUIREMENTS:

Ability to respond to 24-hour emergency calls to photograph accidents, incidents, crime scenes, etc.
Must possess a valid AZ driver's license.

MINIMUM QUALIFICATIONS:

Requires five (5) years of law enforcement photographic experience including two (2) years in a lead or supervisory capacity; **OR** an equivalent combination of training and experience.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 3, 1998

Classification Established: January 3, 1998
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

POLICE COMMUNICATIONS CENTER MANAGER – Class Code 6312

SUMMARY STATEMENT:

Under general direction, manages, plans, directs and schedules the work of the Operational Communications Center; regulates compliance of Center staff to Bureau and Department goals and policies/procedures; responsible for short- and long-term planning, budgeting, organization and staffing of the Center; oversees the Center training program; counsels subordinates on employee performance matters and recommends corrective action as appropriate.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Manages the daily operations of the Center to ensure that public and officer safety is protected in the most efficient manner.
2. Develops, updates and implements policies and procedures to ensure efficient and responsive Center operations.
3. Manages the Center's front-line supervisors.
4. Coordinates the scheduling process with the front-line supervisors to ensure proper staffing levels to meet varying workloads.
5. Manages personnel processes and functions, including hiring, promotion, employee performance, internal investigation, corrective action and workers' compensation to ensure optimal levels of performance and productivity within the Center.
6. Participates in the Center's short- and long-range planning and budgeting, including equipment structure, purchases and maintenance.
7. Meets regularly with the Center's users and customers (e.g., the Highway Patrol Division, other agencies, and regional 9-1-1 committees) to assess their needs and to develop plans to meet those needs. Serves as the Center's liaison to these user and customer groups.
8. Oversees the Center's training program to ensure efficient employee development and Center operations by managing the curriculum, assessing training records and needs, and facilitating training modules as needed.
9. Prepares and interprets monthly reports and statistical documentation to analyze the Center's performance and operational trends.
10. Receives, investigates and responds to inquiries and complaints from the public or Department personnel regarding services provided by the Center.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. communication procedures and methods related to law enforcement dispatching.
2. business English, spelling, grammar and punctuation required to produce analytical reports in the appropriate format.
3. leadership theories and team concepts (e.g., team building, participation and group problem solving techniques) to lead, motivate and develop a diverse team in a fast-paced environment.
4. training program development, needs assessment, monitoring and evaluation methods to oversee the Center's training services.
5. principles and practices of management and supervision.
6. state and federal statutes, laws and regulations related to Operational Communications.
7. public information laws regarding the dissemination of information to the public.
8. law enforcement terminology and radio codes to disseminate information and prepare written documents.
9. equipment and computer-aided dispatch software used by the Center.

SKILL IN:

1. developing, leading and participating in teams and work groups to formulate a team approach to problem solving.
2. interviewing for the purpose of recommending staff selections.
3. using multiple computer programs, including computer-aided dispatch.
4. using keyboard devices.

ABILITY TO:

1. provide direction and make decisions under pressure.
2. organize and plan to formulate and present operational goals and strategies.
3. plan and supervise the work of others.
4. follow complex oral and written instructions.
5. establish and maintain effective and cooperative working relationships with others.
6. understand computer functions as they relate to communications activities.
7. accurately interpret Department policies and procedures.
8. effectively communicate orally and in writing at all levels.
9. compile, calculate and analyze statistical data to prepare reports.
10. develop, revise and implement policies, procedures and training applicable to Operational Communications.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office Setting

MINIMUM QUALIFICATIONS:
Requires three (3) years of recent experience as a Police Communications Supervisor with the Arizona Department of Public Safety with an overall performance rating of at least "standard" in the last 12 months OR five (5) years of recent supervisory and/or management experience in

public safety 9-1-1 emergency communications with at least two (2) years experience working in a Computer-Aided Dispatch environment.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: June 19, 2006

Classification Established: June 19, 2006
Revision Date(s):

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

POLICE COMMUNICATIONS DISPATCHER – Class Code 6300

SUMMARY STATEMENT:

Under direct supervision during training period, and under limited supervision thereafter, is responsible for simultaneously operating a multi-channel radio console and a multi-line telephone, while maintaining computer-aided dispatch systems and other computer systems. Responsible for receiving, coordinating and disseminating critical information from various sources and maintaining radio contact with mobile/field units to monitor response, progress and any needed support. This position works in the Communications Center which is responsible for answering 9-1-1 calls in a 24/7 operation. Performs other duties as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Answers, evaluates and prioritizes incoming telephone calls, communicating effectively with various callers to obtain complete information to determine urgency and need for dispatching police, fire, towing and/or medical response using a computer-aided dispatch (CAD) system, telephones, multi-channel radio, TDD (text telephone device for hearing/speech impaired), numerous computer databases and maps.
2. Simultaneously maintains close contact with field units, communicating with Department employees, other law enforcement and criminal justice agencies, emergency service providers and the general public to obtain and disseminate information.
3. Retrieves information from automated files to respond to queries from a variety of sources by typing correct password keys, information masks or special alpha number string formats on computer strings.
4. Inputs, updates, requests, transmits and queries information from a variety of sources to maintain current accurate records or to access databases for information, wants and warrant checks, intelligence, and/or driver license and vehicle registration checks by typing on a computer keyboard.
5. Reads/interprets maps for the public, field personnel and other law enforcement/criminal justice agencies in order to assist in locating certain geographical areas using an Arizona state map, U.S. atlas, city and county maps, and various computer mapping systems. Interprets telephone or radio call locations from maps by applying knowledge of state highway system and geography in order to provide appropriate and timely assistance.
6. Greets visitors in person in order to provide assistance or refer to appropriate staff members/section. Provides educational or public relations tours and presentations of the dispatch center to members of the public, citizen's academies, legislative personnel, other agencies, etc.
7. Provides back-up coverage for the Department operator and monitors entrance ways to allow access to visitors.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. business English, spelling, grammar, and punctuation required to compose and proofread written documents (e.g. memoranda, letters, reports, studies, manual, training material, etc.) of moderate to complex difficulty on various subjects for various levels of leadership.

SKILL IN:

1. communicating clearly, concisely and effectively, both orally and in writing.
2. the operation of a multi-channel radio with multiple frequencies, distinguishing and recognizing a variety of radio voice transmissions.
3. the use of computer/keyboard devices to retrieve and/or enter information.
4. effective decision making/problem solving based on a limited amount of information in crisis or emergency situations.
5. the use of modern office equipment (e.g. various keyboards, multi-line telephone system, photo copiers, radio devices, FAX machines, shredders, etc).
6. recognizing and monitoring communications equipment problems, and notifying appropriate personnel for repair.

ABILITY TO:

1. type at 40 net words per minute.
2. operate computer-aided dispatch (CAD) equipment.
3. establish, develop, and maintain courteous and effective working relationships.
4. accept and apply constructive criticism and critiques.
5. maintain emotional control and work effectively during emergencies, crisis situations or extremely stressful conditions.
6. consistently speak in a clear, well-modulated voice.
7. memorize, retain, and accurately recall information and codes.
8. multi-task, organize, prioritize and adapt to constantly changing situations, and effectively take appropriate action.
9. read, understand and interpret moderately difficult to complex written information (e.g. policies, procedures, rules, regulations, statutes, etc.).
10. understand verbal instructions in the use of specialized equipment.
11. work independently with minimal supervision, exercising good judgment in the safeguarding of confidential or sensitive information.
12. perform detailed work with a high degree of accuracy, at times during stressful situations.
13. accurately understand various transmissions, (e.g. telephone, radio, etc) and transcribe information (e.g. numbers, letters, names and facts) from one source to another in a timely manner.
14. effectively interpret a variety of maps and dispatch information to field personnel.
15. accurately interpret and follow Department rules and guidelines, (e.g. General Orders, Director's Management Regulations, Law Enforcement Merit System Council Rules, section policies/procedures).
16. work within deadlines in order to complete assignments.
17. calculate mathematical problems involving addition, subtraction, multiplication and division of simple to moderate difficulty.
18. interact with visitors in person in a courteous, professional and effective manner.

19. develop, lead, and participate in team and work groups.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
24 hour/7 day emergency dispatcher center operation setting.
Work is performed in a confined area with limited mobility.
May be required to sit for extended periods of time with limited or no breaks.

ADDITIONAL REQUIREMENTS:
Must obtain ACJIS Terminal Operator Certification within six months of hire and maintain certification throughout the course of this assignment with the Department.
Holidays, weekends, irregular hours and shift work may be required with possible extension of shift hours, at times with short notice.
Limited travel is necessary.

MINIMUM QUALIFICATIONS:
Requires a High School Diploma or GED, and two (2) years of clerical, customer service or public contact experience.
Must be able to type a minimum of 40 words per minute.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt.

APPROVED: _____ DATE: _____

EFFECTIVE DATE: August 21, 2006

Classification Established: April 5, 1997
Revision Date(s): August 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

POLICE COMMUNICATIONS SUPERVISOR – Class Code 6310

SUMMARY STATEMENT:

Under general supervision, is responsible for supervising a shift of police communications personnel involved in a variety of activities within the Communications Center (e.g. receiving/dispatching of emergency/routine requests via 9-1-1/CAD for law enforcement services, etc.). Analyzes situations quickly and responds with appropriate action. Performs administrative and training functions. Performs other duties as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Supervises, monitors and directs the activities of 9-1-1 call-takers, dispatchers, trainers and training program/processes.
2. Prepares shift schedules, approves overtime, and coordinates time and attendance to meet the Center's staffing needs.
3. Reviews shift activities at the end of the shift with relieving Supervisor to ensure accurate exchange of information.
4. Evaluates employee performance and prepares performance appraisals.
5. Relieves and fills in for Police Communications Dispatchers as needed.
6. Conducts citizen and internal complaint investigations (e.g. accept, review, prepare recommendations, attend disciplinary review boards, present findings, attend Law Enforcement Merit System Council meetings, etc.).
7. Assists in preparation and administration of plans in conjunction with legislative action, administrative procedure and joint action groups to provide frameworks for accomplishments of missions.
8. Demonstrates continuous effort to improve operations, decrease turnaround times and streamline work processes. Works cooperatively and jointly to provide quality seamless customer service.
9. Prepares strategic plans for the Center's goals and submits for the Center Manager's approval.
10. Attends meetings with other end users and agencies. Conducts meetings as needed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. business English, spelling, grammar, and punctuation required to produce analytical and technical reports in appropriate format.
2. team concepts (e.g. team building leadership, participation, group problem solving, plan development, etc.) to supervise and motivate a diverse team in a fast-paced environment.
3. theories, principles, and practices required for program and project planning and development.

4. technical systems, geography, personnel, FCC rules and regulations, formats, forms and records, traffic and criminal codes (A.R.S.), radio teletype procedures and job resources, and emergency medical vocabulary.
5. theory and operating principles of radio consoles, telephone, radio, telegraph microwave and other communications equipment.
6. policies and procedures applicable to area of assignment, state and federal statutes, and laws and regulations related to the work unit.
7. crisis management techniques required to effectively manage emergency situations.
8. the principles and practices of supervision and personnel administration required to provide direction, assign tasks and evaluate performance.
9. training program development, needs assessment and analysis, monitoring and evaluation methods, and control systems required to establish and monitor training programs.
10. work group analysis techniques leading to solutions for effective organizational performance.

SKILL IN:

1. communicating clearly, concisely and effectively, both orally and in writing.
2. operating modern office equipment and required equipment (e.g. multi-channel radio consoles, CRT/teletype printers, 24-hour recording machines, telephone /switchboard, duplicating equipment, CAD, specialty telephone, radio devices, controllers, modems, fax machines, etc.).
3. the use of computer/keyboard devices to retrieve and/or enter information.
4. effective decision making/problem solving based on a limited amount of information in crisis or emergency situations.
5. recognizing and monitoring communications equipment problems, and notifying appropriate personnel for repair.
6. developing, leading and participating in teams and work groups to formulate a team approach to problem solving and plan development.
7. interviewing for the purposes of recommending staff selections.

ABILITY TO:

1. type at 40 net words per minute.
2. operate computer-aided dispatch (CAD) equipment.
3. perform a broad range of supervisory responsibilities over others.
4. establish, develop, and maintain courteous and effective working relationships.
5. maintain emotional control and work effectively during emergencies, crisis situations or extremely stressful conditions.
6. function as a Police Communications Dispatcher as needed.
7. read, comprehend, interpret and follow complex written and oral instructions, and communicate with all levels of contacts, both within and outside the Department to provide, clarify and gather information, and resolve issues.
8. accurately interpret and follow Department rules and guidelines, (e.g. General Orders, Director’s Management Regulations, Law Enforcement Merit System Council Rules, section policies/procedures).
9. multi-task, organize, prioritize and adapt to constantly changing situations and effectively take appropriate action.
10. identify problems and analyze alternatives to develop viable recommendations.

11. independently perform administrative assignments of a difficult nature with a high degree of accuracy, make decisions and take appropriate action to administer programs and supervise staff.
12. develop and revise policies and procedures applicable to assigned area.
13. evaluate programs and services, and develop resolutions to problems to ensure maximum utilization of resources and adherence to applicable federal, state and local laws, and policies and procedures.
14. develop short- and long-range plans and goals to develop programs and projects related to the Center's operation.
15. plan, coordinate and organize meetings, conferences, seminars and events for groups.
16. conduct research, and gather information and statistics to complete reports and administrative assignments.
17. speak before groups to provide information regarding Department policies and/or programs.
18. establish, develop and maintain courteous and effective working relationships with the public and Department personnel.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
24 hour/7 day emergency dispatcher center operation setting.
Work is performed in a confined area with limited mobility.
May be required to sit for extended periods of time with limited or no breaks.

ADDITIONAL REQUIREMENTS:
Must obtain ACJIS Terminal Operator Certification within six months of hire and maintain certification throughout the course of this assignment with the Department.
Holidays, weekends, irregular hours and shift work may be required with possible extension of shift hours, at times with short notice.
Limited travel is necessary.

MINIMUM QUALIFICATIONS:
Requires two (2) years of experience as a Senior Police Communications Dispatcher with the Arizona Department of Public Safety; OR five (5) years of police dispatching experience, including two (2) years in a lead or supervisory capacity and two (2) years in a computer-aided dispatch environment.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt.

APPROVED: _____ DATE: _____

EFFECTIVE DATE: August 21, 2006

Classification Established: April 5, 1997
Revision Date(s): August 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

POLICE PLANNER – Class Code 5410

SUMMARY STATEMENT:

Under limited supervision, facilitates and conducts research and statistical analysis including the preparation of various reports, statistical projections, and the department's strategic plan. Initiates, conducts, and implements administrative research studies and surveys to provide a basis for management control and decision making and applies sound research techniques and methods to the study of administration systems, policies, work methods, scheduling practices and procedures. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Develops, coordinates, and analyzes administrative research studies and surveys through the use of statistical analysis. May act in the capacity of team leader on projects and assignments to include the training of assigned personnel.
2. Advises management in evaluation of short and long range planning; consults with management personnel concerning agency goals, objectives, methods and policies; coordinates, records and periodically reports to management on status of projects; evaluates planning to insure operational, administrative and long range plans are compatible.
3. Provides information, technical assistance, and professional guidance to management, staff and other planning professionals as to the scope of projects and the approach to be followed.
4. Assist with the formulation, publishing, implementation and dissemination of Departmental written directives (e.g., General Orders, Bureau Orders, etc.).
5. Serves as a liaison between the Department and other agencies/associations engaged in the compilation, analysis and reporting of research data. Represents the Department in public hearings, meetings, committees or task forces to present evidence or information, to support the Department's interests, provide input and exchange information, and perform the functions of the committee (e.g., policy writing, analysis of recommendations, problem solving, etc.).
6. Keeps management informed on new concepts, theories, equipment, and programs applicable to law enforcement planning methods and administration.
7. Works to ensure a positive and productive relationship with other departments, agencies and government officials.
8. Attends conferences and conventions and other educational and professional meetings to keep updated on planning methods and administration.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. planning and research principles and practices, including operational, short-range, and long-range strategic planning required for the implementation and success of programs and projects.
2. principles and practices of organization, administration, and personnel management.
3. staff study techniques emphasizing issues and solutions for effective organizational performance.
4. law enforcement organizations and terminology to interpret, provide and disseminate information and prepare written documents.

5. data collection, coding, and survey research techniques.
5. new technologies, philosophies, trends and advances in the profession.
6. operational analysis and decision-making techniques for resource allocation and organizational effectiveness.
7. the application of problem-solving techniques.
8. departmental structure and functions.
9. federal, state and local programs and resources required to develop polices and procedures for administration of department programs.
10. business English, spelling, grammar and punctuation required to produce analytical and technical reports in appropriate format.
11. state and federal statutes, laws and regulations related to the work unit.
12. business law regarding contracts to prepare agreements between the Department and other agencies.
13. public information laws regarding the dissemination of information to the public.
14. modern office practices, procedures and equipment required to perform office functions in an efficient manner.

SKILL IN:

1. researching, gathering, organizing and analyzing data and drawing logical conclusions.
2. identifying problems, analyzing alternatives and making viable recommendations.
3. interviewing, listening or documenting information to obtain input from diverse sources.
4. editing and proofreading written materials for accuracy and adherence to policies and procedures.
5. the use of computer software programs and keyboard devices.

ABILITY TO:

1. interpret, analyze and evaluate available data and make decisions concerning complex and comprehensive
2. operational problems with a high degree of accuracy.
3. monitor trends, forecast change, identify future agency needs and initiate change to ensure effective long-range planning.
4. compile, calculate, correlate, integrate, analyze and portray statistical data to prepare statistical reports.
5. read, comprehend, and interpret complex written materials.
6. determine project or plan objectives and goals.
7. accurately interpret Department policies and procedures to provide and clarify information.
8. develop and revise policies and procedures.
9. develop technical and operational specifications for programs.
10. analyze and interpret financial data to determine and project budget needs.
11. make oral and written presentations.
12. effectively communicate orally and in writing at all levels.
13. speak before groups to provide information or explain policies, procedures and programs.
14. exercise considerable initiative and independent judgment.
15. establish and maintain effective working relationships with those contacted in the course of assignment.
16. exercise good judgment in safeguarding confidential or sensitive information.

WORKING CONDTIONS/PHYSICAL REQUIREMENTS:

Work is performed in an office setting. May be required to travel. May be required to carry up to 20 pounds.

ADDITIONAL REQUIREMENTS:
All applicants must successfully complete the examination process.
Must be able to obtain a valid State of Arizona driver license.

MINIMUM QUALIFICATIONS:
Requires a Bachelor's degree from an accredited university or college in public or business administration, criminal justice, statistics or related field and four (4) years experience performing applied research and planning at a professional level in a law enforcement agency. Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FSLA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: July 3, 2004

Classification Established: July 3, 2004
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

POLYGRAPH EXAMINER – Class Code 9724

SUMMARY STATEMENT:

Administers polygraph examinations for employment screening, internal investigations and criminal cases. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Administers polygraph screening tests to employment applicants of the Department and other law enforcement agencies.
2. Reads and interprets polygraph chart responses in order to determine the results of polygraph examinations as to the truth or deception of the information provided.
3. Prepares polygraph reports in order to summarize results of polygraph examinations using modern office equipment.
4. Formulates questions to be asked during the polygraph examination regarding criminal cases, internal investigations and employment screening to ensure that pertinent information will be addressed.
5. Supervises the work and training of part-time examiners to include monitoring and scheduling types of tests; quality controlling examinations to render appropriate decisions and recommendations; and reviewing and approving polygraph reports, charts, notes and preparation documents.
6. Remains current on job-specific issues through meetings, classes, conferences and publications.
7. Communicates with law enforcement agencies throughout the state in order to provide assistance in the investigation of criminal cases.
8. Evaluates all incoming requests for polygraph services to determine scheduling feasibility.
9. Administers polygraph examinations to crime suspects and victims of/witnesses to crimes in order to verify statements and affidavits relating to a criminal case or internal investigation.
10. Reviews and updates policies and procedures applicable to unit.
11. Defends and explains polygraph office competence, procedures, opinions and techniques to various levels of authority.
12. Prepares monthly and quarterly statistical reports.
13. Provides expert testimony in court in order to explain polygraph examination results for criminal cases.
14. Maintains polygraph instrument by cleaning, repairing or replacing parts to ensure the proper function of components.
15. Reviews polygraph examinations administered by non-departmental examiners for quality control purposes, upon request.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. modern office practices, procedures and equipment required to perform functions in an efficient manner.

2. internal organs of the body in relation to various types of tracings recorded and causes of responses at times of emotional stress.
3. applied psychology and physiology relevant to polygraph testing.
4. constitutional rights of persons regarding confessions.
5. the working components of a polygraph instrument.
6. criminal investigative procedures.

SKILL IN:
1. the use of a polygraph instrument.
2. oral and written communication relating to the preparation of polygraph reports.

ABILITY TO:
1. read and interpret polygraph chart responses.
2. conduct thorough interrogations and/or interviews regarding criminal matters.
3. establish and maintain effective working relationships with those contacted in the course of assignment.
4. establish rapport with the polygraph examinee.
5. determine and extract pertinent information from police reports and case information.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

MINIMUM QUALIFICATIONS:
Requires successful completion of approved polygraph coursework and three (3) years experience in criminal investigation or polygraph administration.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: December 8, 1995
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

PRINTER – Class Code 4400

SUMMARY STATEMENT:

Responsible for operating a variety of complex printing, media duplicating and related equipment. Performs layout work. Performs related tasks as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Operates printing equipment (manual and electronic platemaker, silvermaster, etc.) and duplication equipment (offset printing press, photocopier, plate printing press, etc.) to produce a variety of printed materials.
2. Creates, formats, indexes and links data in electronic documents to create and modify various CD/DVD programs used by the Department.
3. Operates bindery equipment (e.g. collator, paper cutter, jogger, pad gluer, folding machine, hole punch, paper drill, stitcher, etc.).
4. Checks accuracy of completed order (quality, quantity) against the customer's original work request.
5. Tracks work orders to ensure customer orders are completed on time.
6. Prepares and packages printed materials for delivery to the customer.
7. Creates, assembles and reproduces a variety of printed and electronic artwork and graphics requiring exact registration.
8. Designs covers and labels for CD, DVD and printed products.
9. Performs maintenance and repair work on equipment (e.g., camera processor, silvermaster machine, etc.).
10. Maintains files of work performed, original documents, and other materials needed for future use by logging and cross-referencing.
11. Mixes inks and inking solutions to prepare for color printing.
12. Maintains proper chemical balance for platemaking.
13. Acquires supplies for work unit in most cost effective manner by obtaining price quotes from vendors, submitting purchase orders and requisitions, and receiving products.
14. Handles and stores hazardous materials in compliance with established polices/procedures, OSHA, and state and federal environmental laws.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the methods used to adjust and operate printing and binding equipment.
2. the methods used to convert paper documents to editable electronic formats and PDF files.
3. the methods used to create and compile indexed electronic documents.
4. the proper procedures for performing minor maintenance on printing and binding equipment.
5. safety procedures in the work place.
6. the principles and processes involved in producing electronic plates for printing (e.g. halftone negatives, line positive matte transfers, halftone positive matte transfers, etc.).

7. the processes and procedures of mixing inks, chemicals, and additives.

SKILL IN:
1. operating and maintaining various duplicating equipment.
2. the use of computer keyboard and peripheral devices.
3. the use of computer software programs.
4. establishing and maintaining effective interpersonal relationships.
5. performing basic mathematical calculations (e.g. addition, subtraction, multiplication, division, etc.).
6. orally communicating in both one-on-one and group situations.

ABILITY TO:
1. follow written and oral instructions.
2. plan, organize and efficiently manage multiple tasks.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS
May be required to lift and move items up to seventy-five (75) pounds.
May be exposed to fumes and toxic or caustic chemicals.
May be exposed to moving mechanical parts.

MINIMUM QUALIFICATIONS:
Requires three (3) years of experience in the operation of bindery, duplicating, and printing equipment; **OR** an equivalent combination of education and/or experience.
Progression to the next pay level/step requires an overall performance rating of "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: August 30, 2006

Classification Established: April 10, 1985
Revision Date(s):

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

PROCUREMENT COORDINATOR – Class Code 6720

SUMMARY STATEMENT:

Procurement Coordinator is a limited term, professional entry-level training position used to provide job training and professional level procurement knowledge and judgment of purchasing principles, practices, techniques, products and services. Advancement to Procurement Specialist is earned after satisfactory completion of two years and upon successful completion of the Certificate in Public Procurement and the Foundation Certificate programs awarded through the State of Arizona.

Under the direction of a Procurement Supervisor duties include general entry-level procurement responsibilities including contact with vendors and Department personnel. Performs other duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Analyzes and evaluates requisition forms, as assigned, to ensure purchases meet requirements of the Arizona Procurement Code.
2. Communicates with Department personnel in person, by telephone or in writing when discrepancies appear on Department requisitions and modifies forms accordingly to ensure adherence with Arizona Procurement Code, Department General Orders and state rules and regulations. Communicates with vendors to interpret, clarify, inform and resolve procurement issues.
3. Provides assistance to personnel on appropriate purchasing procedures and statewide contract information.
4. May monitor contractor performance to ensure compliance with all contractual terms and conditions. Communicates with Procurement Supervisor on recommendations to resolve vendor performance issues.
5. Create and update vendor database files in the state-wide accounting system in order to establish authorized vendor status.
6. Audits employee relocation requests to ensure accuracy of forms in order to process reimbursements for approved relocation expenses; ensures relocation reimbursements stay within allocated amount.
7. Communicates with the Department Procurement Supervisor on the more involved procurement issues.
8. Initiates and processes requests for quotations for Department purchases, researching, evaluating, and making appropriate selection of commodity or service classification from the state master vendor list.
9. Satisfactorily complete training objectives, demonstrating skills, knowledge and abilities required to perform procurement responsibilities and obtain state certifications.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. general principles and practices of purchasing.

2. general standard commodities and services.
3. general sources of supply.
4. general laws and regulations governing State purchasing.
5. accounting/budgeting procedures.

SKILL IN:

1. oral and written communications to exchange information, explain procedures, techniques, and answer questions in a clear logical manner.
2. the use of office equipment (including a computer, calculator, telephone, typewriter, fax machine, copier).

ABILITY TO:

1. exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty.
2. plan, organize, prioritize and perform multiple tasks to perform job functions in an orderly, efficient manner.
3. review, proofread, and verify forms and financial documents for accuracy in calculation, coding, and adherence to policies and procedures.
4. identify problems, analyze alternatives, and develop viable recommendations.
5. read, comprehend and interpret written materials of moderate difficulty.
6. compose written materials of moderate difficulty on procurement-related issues.
7. establish and maintain effective working relationships with those contacted in the course of assignment.
8. perform detailed contractual and financial work with a high degree of accuracy.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Office Setting.

MINIMUM QUALIFICATIONS:

Three (3) years experience as a Department of Public Safety Financial Services or Payroll Specialist with an overall performance rating of at least “standard” in the last 12 months.
Progression to the next pay level/step requires an overall performance rating of at least “Standard” in the last 12 months.

Must successfully complete the examination process.
FLSA Status – Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: October 5, 2004

Classification Established: October 5, 2004
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

PROCUREMENT MANAGER– Class Code 6724

SUMMARY STATEMENT:

Responsible for managing, planning, coordinating and implementing the Department's procurement functions. Work is performed under the general direction of the Financial Services Manager. Performs other duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Manages through subordinate supervisors the procurement functions of the Department.
2. Serves as the designated Department Chief Procurement Officer with the responsibility of authorizing all procurement related activities and documents including specification preparation, solicitation issuance, contract awards, contract amendments, procurement waivers, negotiations, contract administration issues, responses to bid protests and contract claims, brand name usage and proposal formats.
3. Interprets and disseminates information (e.g. state statutes, administrative rules, general policies and procedures).
4. Testifies at legal hearings or bid protests.
5. Develops policies, procedures and goals for area of responsibility.
6. Reviews bid documents and analyzes findings to determine compliance with State procurement laws, Department policy and procedures.
7. Participates in setting long-range plans for the Department.
8. Serves as liaison between the Department and other agencies (e.g. Attorney General's Office and Department of Administration) to investigate and resolve problems, facilitate a proper flow of information, respond to legal issues and clarify the Department's procurement philosophy.
9. Resolves problems arising among vendors, public officials and agency personnel requiring assistance to ensure compliance with legal terms and conditions of contractual agreements.
10. Conducts meetings with Department personnel to access needs, solve routine/non-routine procurement related problems, disseminate information, and explain laws, policies and procedures.
11. Remains current on job-specific procedures through training courses, professional organizations, books, magazines, etc. to apply appropriate methodologies. Reviews technical research papers, reports and data trends to develop innovative approaches to problem solving.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public procurement.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the principles and practices of public procurement administration
2. federal, state and local regulations and contract law relating to procurement functions.
3. specifications and contract preparation and bid evaluation
4. accounting practices as applied to procurement procedures.

5. common business practices relating to the purchase, pricing, terms, shipment, taxes and payment for goods and services.

SKILL IN:
1. the interpretation and application of rules, regulations, and policies.
2. effectively communicating with all levels of staff and the general public.
3. performing mathematical calculations.
4. the operation of a personal computer and various software applications for word processing, spreadsheets, etc.

ABILITY TO:
1. manage and lead a multi-disciplined staff.
2. supervise and evaluate the work of subordinate personnel.
3. review and evaluate programs and policies, and develop and implement new processes.
4. negotiate conditions and terms of contracts.
5. establish and maintain effective working relationships with those contacted in the course of assignment.
6. work within stringent deadlines to complete assignments.
7. communicate complex financial and legal information to all levels of individuals.
8. perform research and make sound recommendations.
9. formulate reports and compose correspondence.
10. analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
11. interpret laws and regulations.
12. communicate clearly and concisely, both orally and in writing.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office Setting.

MINIMUM QUALIFICATIONS:
Requires a bachelor's degree from an accredited college or university in purchasing, business or other closely related field and six (6) years experience in governmental procurement with a minimum of three (3) years in a supervisory/managerial role; OR, eight (8) years of progressively responsible experience in governmental procurement with a minimum of three (3) years in a supervisory/managerial role. Certification through the National Institute of Governmental Purchasing (NIGP) is preferred.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: August 21, 2006

Classification Established: August 21, 2006
Revision Date(s):

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

PROCUREMENT SPECIALIST – Class Code 6721

SUMMARY STATEMENT:

Responsible for planning, coordinating, and administering procurement functions, including solicitation, issuance and evaluation; purchasing of all commodities, services and construction; and maintenance of vendor databases. Incumbents perform work requiring considerable independence, initiative and judgment to resolve a variety of complex procurement problems. Performs related duties as assigned. Supervision is received from a Procurement Supervisor. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Analyzes and evaluates requisition forms to ensure purchases meet requirements of the Arizona Procurement Code.
2. Communicates with Department personnel in person, by telephone or in writing when discrepancies appear on Department requisitions and modifies forms accordingly to ensure adherence with Arizona Procurement Code, Department General Orders and state rules and regulations. Communicates with vendors to interpret, clarify, inform and resolve procurement issues.
3. Counsels and directs personnel at all levels on appropriate purchasing procedures and statewide contract information.
4. Determines appropriateness of sole source, brand name, and emergency procurement requests and prepares justification requests.
5. Communicates with the Department Procurement Officer on the more involved procurement issues and/or solicitation protests.
6. Confers with DOA/State Purchasing Office and the Attorney General's Office/Procurement Unit on procurement-related matters in order to respond to legal issues.
7. Prepares responses to solicitation protests for review and signature by the Department's Procurement Officer after researching issues and consulting with the Attorney General's Office. Testifies at legal hearings on solicitation protests as official Department representative for the state of Arizona.
8. Monitors contractor performance to ensure compliance with all contractual terms and conditions. Takes necessary steps to resolve performance issues.
9. Assists Department managers and employees in developing solicitation specifications, reviewing solicitation evaluations and editing these documents to ensure adherence to procurement code requirements.
10. Initiates and processes requests for quotations/proposals for Department purchases, researching, evaluating and making appropriate selection of commodity or service classification from the state master vendor list.
11. Conducts solicitation process to include pre-solicitation conferences with potential vendors to clarify bid specifications, openings to determine responses, evaluation of offers prior to forwarding to customers for evaluation and recommendation, and selection and notification to chosen contractor.
12. Directs evaluation of proposals by chairing evaluation committees and calculating weight factors for cost proposals.
13. Creates and updates vendor database files in the state-wide accounting system in order to establish authorized vendor status.

14. Audits employee relocation requests to ensure accuracy of forms in order to process reimbursements for approved relocation expenses; monitors portion of Finance Section budget allocated to relocation expenses in order to ensure all annual reimbursements stay within allocated amount.
15. Represents the Department at DOA/State Purchasing meetings and task forces by attending periodically called meetings in order to clarify the Department's position and philosophy on purchase-related issues.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. federal and state laws concerning procurement codes
2. records management systems (both automated and paper files) to ensure accurate maintenance of files and ease of retrieval.
3. general accounting principles and practices.
4. word-processing, spreadsheet and database software programs related to job functions.
5. mathematics sufficient to calculate weight factors for cost proposals.

SKILL IN:
1. the use of office equipment (including computer devices, calculator, telephone, typewriter, fax machine, copier).

ABILITY TO:
1. exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty.
2. plan, organize, prioritize and perform multiple tasks to perform job functions in an orderly, efficient manner.
3. work independently with minimal supervision.
4. review, proofread, and verify forms and financial documents for accuracy in calculation, coding, and adherence to policies and procedures.
5. identify problems, analyze alternatives, and develop viable recommendations.
6. read, comprehend and interpret written materials of moderate to complex difficulty.
7. compose written materials of moderate to complex difficulty on procurement-related issues.
8. establish and maintain effective working relationships with those contacted in the course of assignment.
9. communicate in a group environment in order to conduct pre-bid conferences.
10. perform detailed contractual and financial work with a high degree of accuracy.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

MINIMUM QUALIFICATIONS:
Requires five (5) years buying/purchasing experience; or a Bachelor's degree from an accredited college or university in purchasing or related field and three (3) years of buying/purchasing experience.
Progression to the next pay level/step requires an overall performance rating of at least “Standard” in the last 12 months.

Must successfully complete the examination process.
FLSA status – Non-Exempt.

APPROVED: _____ DATE OF APPROVAL: _____

EFFECTIVE DATE: April 1, 2000

Classification Established: January 27, 1995
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

PROCUREMENT SUPERVISOR – Class Code 6722

SUMMARY STATEMENT:

Performs work of considerable difficulty supervising and administering the Department's procurement functions, including supervision of professional procurement personnel; administration of daily operations of the work unit; performance of independent research studies as well as participation in group research studies; analyzing and initiating changes to the work unit policies, procedures and practices; and other duties as required. Incumbents have substantial supervisory and program development/management responsibility requiring decisions and determinations subject to review and approval by the manager. Supervision is received from the Procurement Manager. Supervision is given to Procurement Specialists. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Supervises professional/analytical staff members to provide direction and feedback and ensure assigned procurement projects and tasks are completed accurately and within specified deadlines.
2. Directs staff to provide administrative services to Department employees by prioritizing incoming assignments to ensure accurate and timely completion of work, ensure the efficient daily operation of the work unit and ensure accountability and adherence to applicable federal, state and local laws and Department policies and procedures.
3. Establishes performance measures, goals, objectives and priorities for the work unit. Evaluates employee work performance. Identifies and provides appropriate training where needed.
4. Interprets and disseminates information (e.g. state statutes, laws, administrative rules, general policies and procedures, etc.).
5. Edits/revises documents to ensure they are complete, accurate, legally defensible, technically correct, and comply with the Arizona Procurement Code and state laws. Analyzes and reviews regulations and laws applicable to procurement activities.
6. Composes correspondence for Department of Administration approvals (e.g. sole source, emergency procurement, brand name approval, request for proposal approvals, off-contract requests, etc.).
7. Reviews, authorizes, and prepares documentation on all formal and difficult technical bids, and responses to bid protests.
8. Serves as liaison between the Department and other agencies (e.g. DOA/State Purchasing Office, Attorney General's Office/Procurement Unit, etc.) to investigate and resolve problems, facilitate proper flow of information, respond to legal issues, and clarify the Department's position and philosophy on procurement-related issues.
9. Develops and updates policies and procedures to outline employee responsibilities and correct actions to be taken. Recommends changes and improvements to management regarding work unit policies and issues to improve productivity.
10. Gathers and summarizes data to provide accurate information for reports, correspondence and proposals.

11. Analyzes information to draw valid conclusions in support of decision-making, recommendations and/or program or project initiation, and effectively integrate applicable information into planning processes. Conducts briefings to management and others to report information and answer questions regarding assignments.
12. Prepares and distributes written communications (e.g. bulletins, newsletters, etc.) to inform and update employees of new or revised information.
13. May serve as acting section manager.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. statutory requirements and contract law relating to procurement functions.
2. business English, spelling, grammar and punctuation required to produce and review complex written documents.
3. report writing required to produce analytical and technical reports in an appropriate format.
4. mathematics sufficient to calculate weight factors for cost proposals.
5. the principles and practices of supervision.

SKILL IN:

1. preparing bid proposals and specifications and in evaluating bids.
2. the use of office equipment (including computer devices, calculator, telephone, typewriter, fax machine, copier, etc.).

ABILITY TO:

1. communicate clearly and concisely, both orally and in writing with all levels of contacts, both within and outside the Department.
2. exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of honesty.
3. read, comprehend and interpret complex written materials.
4. speak before groups to provide information or explain Departmental policies, procedures and programs.
5. establish and maintain effective working relationships with those contacted in the course of assignment.
6. analyze and evaluate procurement programs.
7. review, proofread, edit and verify written materials for accuracy in content of information, grammar, calculation, coding and adherence to policies and procedures.
8. develop short and long range plans and goals for programs and projects.
9. organize, prioritize and perform multiple tasks to complete job functions in an orderly, efficient manner.
10. independently make decisions and take appropriate action to administer programs.
11. work within stringent deadlines to complete projects and assignments within a restricted time period.
12. identify problems, analyze alternatives, and develop viable recommendations.
13. independently perform detailed administrative assignments of a difficult nature with a high degree of accuracy.

MINIMUM QUALIFICATIONS:
Requires three (3) years as a Procurement Specialist with the Arizona Department of Public Safety with an overall performance rating of at least "standard" within the last 12 months; **OR** any combination of procurement experience and related education from an accredited college or university to total eight (8) years, including one (1) year of supervisory experience. One year of work experience is equivalent to thirty (30) semester hours of course work from an accredited college or university.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA status – Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 1, 2000

Classification Established: October 14, 1997
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

PRODUCTION CONTROL COORDINATOR – Class Code 7602

SUMMARY STATEMENT:

Under general direction, is responsible for work of considerable difficulty supervising production activities of a data entry system and data processing input-output control unit; is responsible for the storage, safety, security, access and inventory of a substantial volume of magnetic storage media necessary for the operation of a large-scale systems-oriented digital computer; and performs other duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Provides technical supervision to unit employees to ensure daily functions are accomplished efficiently and effectively, and that criminal justice information is provided to the law enforcement community using mainframe/personal computers and appropriate software in accordance with section policies and procedures, DPS General Orders, Law Enforcement Merit System Council (LEMSC) rules, and Department manuals.
2. Develops, writes and updates policies and procedures to ensure daily functions and operations are accomplished efficiently and effectively and that jobs are performed to proper and technical specifications using mainframe/personal computers, technical manuals, and appropriate software (e.g. WordPerfect, DBase III, EMS, etc.) and job languages.
3. Evaluates employees' work performance to advise of the requirements and expectations of the position, provide feedback on performance, and communicate goals and objectives using DPS manuals and forms.
4. Coordinates, and/or plans and/or schedules data control operations, batch productions, and the job stream environment to effectively and efficiently control special assignments and work productivity using mainframe/personal computers, and appropriate software.
5. Submits production jobs for processing to provide production support during an emergency or staff shortage and to provide training to staff using mainframe/personal computers, job submittal facility software, and printers.
6. Monitors computer job requests to ensure proper preparation, processing, and prioritization of production jobs using mainframe/personal computers and various software.
7. Updates the production application library to ensure current programs are in the executable libraries using mainframe/personal computers, printers, and DPS General Orders.
8. Verifies the daily production schedule to ensure that network operations processes the daily batch production correctly using the production schedule, appropriate software (e.g. TSO, SDSF, etc.) and the telephone.
9. Remains current on job specific expertise to aid in problem resolution, gain knowledge of new products, and become aware of operational changes by reading various publications (e.g. operator guides, service manuals, technical newsletters).

10. Implements requests for changes to programs and services to ensure they are integrated into production with minimal impact to customer service using appropriate software (e.g. CICS, TSO, EMS, etc) and change forms.
11. Communicates in writing with Department employees and other customers to provide information and resolve issues using a computer.
12. Manages the off-site computer cartridge library by receiving and storing cartridges and diskettes to ensure correct data and backup information is stored for disaster recovery purposes using mainframe/ personal computers, software, and vaults.
13. Interviews and selects job applicants for vacant unit positions or for promotion of employees within the unit using interview questions and applicant documentation.
14. Schedules employee work hours to ensure proper coverage for critical core hours in support of data processing customers using mainframe/personal computers and appropriate software.
15. Reviews and evaluates production job packages to ensure they contain required critical elements and instructions to run batch production jobs using mainframe/personal computers, Multiple Virtual Storage (MVS) standards, and appropriate software.
16. Ensures adherence to security procedures (e.g. keys to facilities, passwords, sensitive reports, etc.) to prevent unauthorized access and to protect equipment, staff, sensitive information and files unique to data processing functions using technical expertise, keys, computers and appropriate software.
17. Develops and reviews data processing standards and procedures to provide customers with standardized methods for accomplishing tasks using technical expertise.
18. Maintains, updates and distributes various types of information (e.g. monthly or special reports, name and address files, location codes, etc.) to provide accurate and statistical on-line files and records for use by DPS personnel using mainframe/personal computers, a printer, and appropriate software.
19. Assists customers, DPS personnel, and vendors by providing technical knowledge of data control/network operations and standards using mainframe/personal computers, the telephone, and an electronic mail system.
20. Writes programming requests to improve operational efficiencies using EMS and unit operations policies and procedures.
21. Trains computer users to ensure their effective and efficient use of DPS computer systems using training guidelines and computers.
22. Orders supplies or services for data processing operations using the typewriter, fax, telephone, requisition forms or computer.
23. Develops and/or completes various forms and documents, and provides technical expertise to assist the Human Resources Section in personnel functions (e.g. selection processes, test development, etc) using technical manuals and expertise, textbooks, a mainframe/ personal computer and applicable software.
24. Counsels unit employees in order to explain benefits, or provide information on career opportunities, or review work habits, customer service and policies and procedures using reference manuals, memorandums, and technical expertise.
25. Audits the unit's capital equipment inventory to verify the physical presence of capital equipment using appropriate forms, mainframe/personal computers and miscellaneous office equipment.

26. Reviews and approves data entry formats for use by staff and users to ensure new formats are operational with the production systems using mainframe/personal computers, mainframe software, a printer and reference manuals.
27. Prepares reports and maintains statistical records regarding various types of information (e.g. Keyfast system down-time, Keyfast shop, Keyfast traffic, funds expenditures, training requirements, supplies, etc.) in order to provide accurate information using mainframe/personal computers, an electronic mail system, and reference manuals.
28. Conducts and/or participates in meetings to receive and provide current information on data processing projects and activities.
29. Completes various forms (e.g. time sheets, route slips, emergency recalls, vacation requests, etc.) to ensure Department policies and procedures are being followed within unit using technical expertise, a mainframe/personal computer, printer, copier, word processing and database software, and an electronic mail system.
30. Trains support personnel and other DPS employees and customers in various subjects related to assigned area's operations (e.g. data processing systems, applications, programs, equipment, etc.) using technical expertise, mainframe/personal computers, technical manuals, publications, and appropriate software.
31. Researches and reports on the technology and procedures of other agencies in their operations and activities to improve data processing operations and functions using mainframe/personal computers, a printer, and appropriate software.
32. Researches and evaluates vendor products to determine cost effective solutions for data processing products using mainframe/personal computers and calculator.
33. Performs job rerun/restarts to ensure that all production jobs come to a successful completion after a problem has developed using mainframe/personal computers, appropriate software, the telephone, and audit trail documentation instructions.
34. Offloads systems record logs and dump datasets to tape to provide an audit trail of system activities using mainframe/personal computers, appropriate software (e.g., TSO, SDSF, TMS, etc.) and a tape drive.
35. Reviews management directives to maintain knowledge of latest rules and regulations in order to administer policy and ensure employees are in compliance with all Department policies and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. job submittal procedures and practices for production jobs.
2. job control language (JCL) and utilities software.
3. data control, data conversion and help desk functions.
4. principles, capabilities and operation of modern data processing equipment (e.g. personal computers, mainframe terminals, laser printers, etc.)
5. computer room safety and security procedures.
6. the distribution of sensitive information and reports

SKILL IN:

1. maintaining complex record information for the purpose of easy accessibility and recovery by others.
2. effective oral and written communications

3. principles of time management in establishing priorities and meeting deadlines.

ABILITY TO:

1. establish and maintain effective working relationships with those contacted in the course of assignment (e.g. DPS personnel, other agencies, vendors, the general public, etc.).
2. work with a wide variety of personalities and technical backgrounds.
3. work within time constraints imposed by others.
4. supervise and evaluate employees' performance.
5. listen and comprehend effectively.
6. make sound, timely decisions based upon the best information available.
7. be flexible in responding to changes in schedules and job priorities.
8. handle multiple priorities.
9. complete work projects in an efficient and timely manner.
10. effectively interpret DPS general orders and LEMSC rules and regulations and apply them intelligently to administrative and operational situations.

MINIMUM QUALIFICATIONS:

Requires four (4) years of experience in data center operations, two (2) years of which must have been in a lead capacity; **OR** the equivalent of completion of fifteen (15) semester hours of coursework from an accredited college, university, or technical school in computer operations and two (2) years of experience in data center operations.

Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 5, 1997

Classification Established: April 5, 1997
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

PRODUCTION CONTROL SPECIALIST – Class Code 7601

SUMMARY STATEMENT:

Under general supervision, is responsible for reviewing and setting up computer production jobs; scheduling and submitting critical production jobs and special requests to computer; maintaining and servicing an on-line computer tape library; processing of computer output per request of users; and training new staff as requested. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Generates production documentation and reports (e.g. statistical, daily, monthly, special requests, etc.) to provide current and precise information in the form of hard copy or on-line production jobs for use by management and employees using mainframe terminals/personal computers, and appropriate software applications (e.g., TSO, EMS, database, word processing, etc.).
2. Monitors the Arizona Criminal Justice Information System (ACJIS) to ensure location codes are current and accurate and to generate labels with current title and location codes using mainframe terminals/personal computers, and appropriate software applications (e.g., TSO, EMS, database, word processing, etc.).
3. Maintains daily operations production schedule to ensure production jobs are run on time and run properly with current and precise information, to provide efficient report usage for customers, and to purge productions jobs/output that are no longer needed using mainframe terminals/personal computers, and appropriate software applications (e.g. TSO, EMS, database, word processing, etc.).
4. Researches production and non-production jobs by checking for error condition codes and notifying computer analysts of problems when error conditions occur using the mainframe terminal.
5. Researches production job status to determine the successful completion or the status of the production job using mainframe terminals/personal computers, and appropriate software applications.
6. Performs migration of new programs and/or changes from the test environment to production using mainframe terminals/personal computers, and appropriate software applications.
7. Maintains inventories of production computer supplies (e.g. computer paper, tapes, etc.) to ensure adequate availability for data processing operations using a personal computer and state vehicle.
8. Distributes reports to various DPS units and other agencies through interoffice, interagency or U.S. mail using a distribution list.
9. Enters and updates data to provide accurate statistical criminal justice information (e.g. UCRS report, etc.) to users and customers (e.g. DPS personnel, other state and federal agencies, etc.) using mainframe terminals/personal computers, and appropriate software applications.

10. Communicates orally with Department employees and other customers both in person and by telephone to distribute reports and provide technical knowledge of data processing operations and standards.
11. Receives, retrieves and processes cartridge and tape information for and from various agencies and DPS departments (e.g. Motor Vehicle Department, Federal Bureau of Investigation, ACJIS, Concealed Weapons, etc.) to generate hard copy for processing reports, to reload the DPS tape library, and to ensure correct data files are stored for emergency and/or disaster recovery purposes using a mainframe computer, appropriate software applications, the vault, and technical manuals.
12. Obtains and logs the volume serial numbers (volsers) on tape cartridges to track the tapes that are sent off site and to guarantee rotation of tapes for disaster recovery purposes using the mainframe terminal and appropriate software applications.
13. Ensures computer programmers and operators receive documentation verification of new production jobs and notifies them when new jobs are set up and ready for production using mainframe terminals/personal computer, appropriate software applications printers and copiers.
14. Prepares daily and/or monthly work schedules for upcoming months in order to generate reports on certain days and times to provide current information using mainframe terminals/personal computer, appropriate software applications, printers and copiers.
15. Updates and files hard copies of production jobs in various filing systems (e.g. authorization book, schedule book, setup book, master packet file, etc.) to ensure a current hard copy of all reports for audit purposes and as backup reference information.
16. Sets up and submits new job information to the existing job list schedule and job calendar and notifies supervisor or program operations that it is ready for production using mainframe terminals/personal computer and appropriate software applications.
17. Maintains vault storage of tapes by submitting/retrieving/outcoding off site reports and pulling/storing tapes using a mainframe terminal, appropriate software applications and a printer.
18. Reviews documentation to ensure accountability of sensitive information and to check for proper authorization for copies of or access to address and badge listings.
19. Processes time and activity records of data processing employees to ensure timely entry of records of time worked and activities performed by employees using a personal computer or terminal.
20. Explains various procedures (e.g. Time and Activity, unit policies, etc.) to new DPS personnel to provide training and understanding of data processing functions necessary to complete their work using mainframe terminals/personal computers and appropriate software applications.
21. Generates labels specifically requested by users, and updates and deletes label information for future requests using the mainframe terminal and appropriate software (e.g. Label system).
22. Operates bursting, shredding and decollating equipment to separate reports and properly dispose of confidential information.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. DPS general orders.

2. UCRS procedures for purposes of running reports.
3. office filing and record keeping procedures.
4. personal computer software applications (e.g. dBase III, MS Access, FoxPro, Lotus 123, MS Excel, WordPerfect, etc.).
5. the principles, capabilities and operation of modern data processing equipment (e.g. personal computers, mainframe terminals, laser printers, etc.)

SKILL IN:

1. using label software to generate labels in response to user needs.
2. translate requests for information into appropriate computer commands in order to generate reports in response to user needs.
3. the use of mainframe and personal computer operating systems and software (e.g. DOS, TSO, TMS, CICS, MVS, EMS, TRAP, TERM, etc.)
4. operating modern office equipment (e.g. computer, printer, typewriter, FAX machine, copier, collator, burster, shredder, etc).

ABILITY TO:

1. communicate orally and in writing with computer users in a courteous and professional manner.
2. work with programming personnel for research and problem solving with software.
3. work with computer operations personnel as a team to provide quality service for users.
4. type at a speed necessary for adequate job performance.
5. operate a multi-line telephone system in order to answer and route incoming calls in a professional, efficient manner.
6. store, issue, inventory, and safeguard an on-line computer tape library.
7. work independently with minimal supervision.
8. identify problems, analyze alternative solutions and develop viable recommendations.
9. train new employees.

MINIMUM QUALIFICATIONS:

Requires two (2) years of experience in on-line terminal equipment operations; **OR** completion of the equivalent of six (6) semester hours of coursework from an accredited college, university, or technical school in computer operations.

Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 5, 1997

Classification Established: April 5, 1997
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

PSCAC EXECUTIVE DIRECTOR – Class Code 6365

SUMMARY STATEMENT:

Under the direction of the Public Safety Communications Advisory Commission (PSCAC), is responsible for the leadership, management and operations for the public safety interoperable communications network for Arizona. Responsibilities include directing the planning, design and implementation of a statewide telecommunications system; establishing and maintaining policies and procedures; managing administrative and support staff; developing and managing an approved budget; working collaboratively with public safety agencies through out Arizona. Performs highly complex administrative duties and related duties as assigned by the Commission.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Directs the development, implementation and maintenance of a state of the art public safety interoperable communications network; set short-range and long-range plans for the use of the network. Provides direction to the Commission by recommending and implementing defined objectives and planning initiatives to provide necessary service to all participating agencies.
2. Selects and assigns staff with the approval of the Commission. Plans, organizes and manages the work of the PSCAC staff; assesses performance and provides training. Administers disciplinary action when required. Prepares and/or reviews written performance evaluations.
3. Develops, administers and evaluates administrative and operational policies and procedures to ensure attainment of the Commission's goals and objectives.
4. Prepares and administers annual budget and monitor fiscal activity to assure agreement with
   Commission's goals and objectives, in accordance with established policies and procedures and state procurement code.
5. Analyzes federal, state, local legislative and judicial decisions and determines their effect on the Commission's operations; monitor compliance with federal and state regulations and with Commission policies and procedures; recommends any necessary or preferred changes to statutes that effect the Commission.
6. Develops and maintains good working relations with federal, state, local and tribal agencies; represents the Commission on committees and at meetings of federal, state, local and tribal agencies and in the community on related issues.
7. Directs and manages the search for alternate funding sources, such as grants, to maintain the goals and objectives of the Commission.
8. Conducts needs assessments of user requirements to determine current and future needs and develop and/or implement specific changes to standard base telecommunications system.
9. Maintains a working knowledge of telecommunications technology related issues, and future telecommunications technology trends.
10. Regularly provides executive summaries and action plans to the Commission.

11. Monitors the acquisition, use and disposal of Commission property and equipment, in accordance with state procurement code.
12. Reviews and oversees contracts, agreements, and/or leases to ensure service is in compliance with the contract and to verify accuracy of figures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the Commission's mission, goals, objectives, structure and resources.
2. program and project management.
3. the principles and practices involved in designing, constructing, installing, maintaining and operating large regional or statewide telecommunication systems.
4. federal, state and local regulations relative to the installation and operation of a private land mobile radio and other multi-channel communications systems.
5. laws, rules and regulations of the Federal Communications Commission.
6. project organization management and control.
7. design and programming of available telecommunications products and systems.
8. principles and practices of personnel management and supervision.
9. principles and practices of budget management, Commission procedures, and the state procurement process.
10. legislative procedures.
11. the political and community infrastructure and workings regarding public safety.
12. business law regarding contracts and sales agreements to prepare agreements between the Commission and other agencies for loan or sale of equipment.

SKILL IN:

1. time and resource management in order to direct, plan, implement and organize; handle multiple priorities and meet deadlines.
2. analyzing the effectiveness and efficiency of telecommunications systems.
3. written communications to prepare proposals, action plans, policies, procedures, Commission communications, etc.
4. oral communication, both one-on-one and in presenting information to groups in order to inform and build consensus.
5. the application of problem-solving techniques.

ABILITY TO:

1. develop feasible short and long-range plans to develop a statewide public safety communications network.
2. identify problems, analyze alternatives, draw valid conclusions, make recommendations and implement Commission direction.
3. interpret, analyze and evaluate data and information and make decisions concerning complex problems.
4. establish effective working relationships with federal, state, local and tribal public safety administrators and Commission personnel.
5. plan and organize resources involving multiple priorities and deadlines in order to meet objectives.

6. develop, monitor and manage a budget to ensure expenditures remain within allocated funding.
7. interpret and apply provisions of state and federal laws and regulations governing the acquisition, use and
   disposal of communications equipment.
8. perform a needs assessment of telecommunications requirements.
9. stay abreast of technological changes in the field of telecommunications and electronics.
10. develop and revise policies and procedures.
11. read, comprehend, interpret, and translate complex technical written materials.
12. effectively communicate orally and in writing with a diverse audience.
13. direct and manage a professional, multi-disciplined staff.

ABILITY TO:

1. negotiate contract terms and conditions to achieve desired Commission goals and objectives.
2. work within stringent deadlines to complete projects within a restricted time period.
3. work under stressful, highly visible working conditions.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Work is performed in an office setting. Applicants may be required to travel in and out of state. Applicants may be required to carry up to 20 pounds. May be exposed to outdoor weather.

ADDITIONAL REQUIREMENTS:
All applicants must be able to obtain a valid State of Arizona driver license.

MINIMUM QUALIFICATIONS:
Requires a bachelor's degree from an accredited college or university in electrical, electronic, or telecommunications engineering, public or business administration or related field; **OR** eight (8) years experience in the land mobile radio field. Must have seven (7) years of progressively responsible management experience in a leadership position in a large regional or statewide telecommunications system.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: December 13, 2005

Classification Established: December 13, 2005
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

PUBLIC INFORMATION MANAGER– Class Code 6803

SUMMARY STATEMENT:

Under the policy guidance and direction of the Director, is responsible for promoting a positive Department image; plans, directs, and manages through subordinate supervisors and staff communication activities with citizens and employees. Supports the Department's mission by analyzing, developing, and improving internal and external publications, citizen education programs, and other public relations activities; is responsible for managing the Community Out-Reach and Education Unit (CORE) of the Department; making presentations before the Department's executive staff, legislative and executive branches of State government, and public/community organizations.

Incumbents are expected to self-generate assignments through anticipation of departmental problems and general awareness of Department needs. A Public Information Manager exercises independent judgment and initiative in representing the functional program, the Department and the State of Arizona. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Manages through subordinate supervisors and directs staff activities to provide timely services to other work units throughout the Department, the news media, the citizens and ensure efficient daily operation of the work unit and accountability and adherence to applicable laws, policies and procedures.
2. Supervises the CORE unit, which includes providing and/or recommending training; coordinating, scheduling and assigning work product; establishing performance measures, goals, objectives and priorities; evaluating work performance; providing feedback, direction and guidance; keeping personnel abreast of new or revised information; answering questions; and recommending and/or implementing personnel actions.
3. Designs, plans and implements communication strategies for public information/traffic safety programs.
4. Researches and publicizes departmental or statewide activities, significant facts, opinions and interpretations in order to keep the public aware of Departmental policies and actions; arranges television and radio appearances.
5. Provides strategic policy advice to management regarding internal and external communications and public information.
6. Responsible for the release of public information and serves as the Department's spokesperson in highly sensitive, complex or emergency situations.
7. Responsible for overseeing internal and external publications, Department's Digest, news releases, brochures, and other related publications; exercises editorial oversight of the DPS web site.
8. Develops and revises policies and procedures applicable to assigned work area.

9. Develops strategies to facilitate and improve ongoing communication between the Department, the Governor's office, the legislature and other state, county and municipal agencies.
10. Develops and maintains effective working relationships with civic, corporate and educational organizations.
11. Develops and participates in news conferences, special events and other programs of public interest; interacts with the print, radio and broadcast media on local, state and national levels.
12. Serves as a liaison for the Director; attends meeting with various civic groups, and corporate and government organizations and agencies.
13. Attends Executive Staff and Department meetings and conferences.
14. Confers with public information / community relations officials of city, county state and federal agencies regarding plans and priorities for existing or new programs.
15. Coordinates and composes grant proposals for public relation programs.
16. Coordinates special events, open houses, displays, exhibits, etc.
17. Answers written and telephone inquiries regarding DPS activities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the principles, techniques and objectives of public information.
2. business English, spelling, grammar and punctuation required to produce analytical and technical reports, news releases, and reports in appropriate formats.
3. crisis management techniques required to manage the release of information during emergency situations.
4. public information laws and policies regarding the dissemination of information to the public.
5. media tactics, including interview techniques and preparation.
6. current principles and techniques for the development of public information and public relations programs.
7. technical aspects of writing grant proposals, contracts, bids and proposals required to prepare documents accurately.
8. fiscal management and budgetary preparation and control required to administer a budget.
9. supervision and training methods and principles required to provide direction, assign tasks, evaluate performance and train staff.
10. operational analysis and decision-making techniques for resource allocation and organizational effectiveness.
11. State and Federal statutes, laws and regulations related to the work unit.
13. team concepts (e.g., team building, leadership, participation and group problem solving techniques).
14. principles and practices of administration in the areas of planning, organizing and directing programs.
15. law enforcement terminology to interpret, provide and disseminate information and prepare written documents.

SKILL IN:

1. communicating effectively in public situations, from one-on-one communication to large groups to round table coalition building, etc.
2. writing to prepare news releases, public safety and public relations programs.
3. program planning and evaluation.
4. prioritizing tasks and tracking assignments to ensure deadlines are met.
5. reviewing, proofreading, editing and verifying written materials for accuracy and adherence to Department policies and procedures.
6. operating standard office equipment.

ABILITY TO:

1. accurately interpret Department policies and procedures to provide and clarify information to the media and public.
2. analyze and interpret financial data to determine and project budget needs for the CORE unit and programs.
3. effectively communicate orally and in writing at all levels.
4. conduct research and gather information and statistics.
5. direct public relations functions to effectively coordinate the daily operations of the work unit.
6. cope with stressful situations calmly, fairly, and tactfully.
7. independently make decisions.
8. compose written materials of complex difficulty with clearly organized thoughts using proper sentence construction, punctuation and grammar.
9. establish and maintain effective working relationships with the media, public, and others.
10. identify problems and analyze alternatives to develop recommendations for improvements.
11. learn, interpret, apply, and explain Department policies, procedures, rules and regulations.
12. direct and manage a professional, multi-disciplined staff.
13. exercise good judgment in safeguarding confidential or sensitive information.
14. speak before groups to provide information or explain policies, procedures and programs.
15. perform work under changing, intensive deadlines on multiple concurrent tasks.
16. work with constant interruptions.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Office setting and outdoor setting.
Work any hours including weekends, holidays, rotation shifts, and call-outs.
Work on-scene during emergency incidents.
Work is performed in all weather conditions.
Situations move quickly from low stress to high stress.

ADDITIONAL REQUIREMENTS:

Must possess an Arizona driver license no later than effective starting date.
Out-of-state travel may be required to perform certain work functions.

MINIMUM QUALIFICATIONS:
Bachelor's degree in communications, public relations, journalism or a related field and three years of supervision or management experience in public relations or communications experience, preferably in law enforcement; or eight years of responsible public relations or communications experience involving substantial interaction with civic, corporate, government and community organizations; five years of the eight must have been at a supervisory or management level, preferably in a law enforcement. Other combinations of experience, training and education that provide the knowledge and abilities necessary to perform the work may be considered.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: May 1, 2006

Classification Established: May 1, 2006
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

PUBLIC INFORMATION OFFICER – Class Code 6801

SUMMARY STATEMENT:

Under general supervision, plans, organizes, and implements the department's public information activities in order to provide the public and media with timely and accurate information in matters of public interest and to provide a positive organizational image. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Provides information to media outlets by generating news releases, holding press conferences and acting as department spokesperson and media liaison to disseminate agency related information to inform and educate the public.
2. Monitors media coverage and responds to media inquiries.
3. Consults with department officials in responding to media inquiries and promoting department programs and services.
4. Prepares, reviews, and edits news conferences, press releases, scripts, articles, brochures, etc.
5. Maintains contact with local media by participating in video-taped and telephone interviews.
6. Collects data and reviews materials for media relations use.
7. Establishes and maintains relationships with representatives of community, employee and public interest groups.
8. Conducts public appearances, lectures or exhibits in order to increase awareness and to promote goodwill for the agency.
9. Confesr with agency personnel to identify trends and key group interests and public concerns.
10. Speaks to various groups to provide information which may include delivering speeches and presentations.
11. Provides training to employees on media and protocol.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. departmental programs, policies, and functions.
2. current principles and techniques of public information and relations programs.
3. media tactics, including interview techniques and preparation.
4. basic principles of communication.
5. English grammar, spelling and punctuation.
6. knowledge of police terminology.

SKILL IN:

1. prioritizing tasks to meet deadlines.
2. reviewing, proofreading, editing and verifying written materials for accuracy and adherence to policies and procedures.
3. writing press releases in the proper format.
4. operating standard office equipment (e.g. computer, calculator, facsimile, copiers, etc.).

ABILITY TO:

1. gather and verify news information through interview, observation and research.
2. establish and maintain effective working relationships with the public, news media and others contacted in the course of assignment.
3. accurately interpret policies and procedures to provide and clarify information.
4. maintain a professional demeanor during stressful and highly visible situations.
5. work within stringent deadlines to complete projects and assignments.
6. produce written documents in the English language using proper sentence structure, punctuation, and grammar.
7. exercise sound judgment in safeguarding confidential or sensitive information.
8. read, comprehend, and interpret complex written materials.
9. respond to citizen and media requests in a courteous and effective manner.
10. make presentations to small and large audiences.
11. organize, prioritize and perform multiple tasks.
12. work any hours including weekends, holidays, rotating shifts, call-outs and overtime.
13. communicate orally and in writing with other employees, members of the media, other agencies, and the public by telephone, in a one-to-one, face-to-face setting, and in a group setting in the English language.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Exposure to potentially hazardous, uncontrollable and life threatening situations. Work is performed in all weather conditions. May be required to travel.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Communications, Public Relations, Journalism or a related field and one year of public relations or communications experience or five years of responsible public relations or communications experience, preferably in a law enforcement or professional media setting. Other combinations of experience, training and education which provide the knowledge and abilities necessary to perform the work may be considered. Must possess an Arizona driver license no later than effective starting date.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: September 14, 2005

Classification Established: September 14, 2005
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

PUBLIC SAFETY CALL TAKER – Class Code 6302

SUMMARY STATEMENT:

Under direct supervision during training period, and under limited supervision thereafter, is responsible for operating a computer terminal, a multi-line telephone, including 9-1-1, or a switchboard, while maintaining written logs, records and computer aided-dispatch (CAD) systems. Receives, coordinates and disseminates critical information from various sources. Performs vehicle registration, driver license, stolen vehicle and wanted person checks by accessing the criminal justice system. Performs related duties as assigned. This is a competitive classification

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Answers, evaluates and prioritizes incoming telephone calls, communicating effectively with various callers to obtain complete information to determine urgency and need for dispatching police, fire, towing and/or medical response using a computer-aided dispatch (CAD) system, telephones, TDD (text telephone device for hearing/speech impaired), numerous computer databases, and maps.
2. Communicates with Department employees, other law enforcement and criminal justice agencies, emergency service providers and the general public to obtain and disseminate information.
3. Retrieves information from automated files to respond to queries from a variety of sources by typing correct password keys, information masks or special alpha number string formats on computer strings.
4. Inputs, updates, requests, transmits and queries information from a variety of sources to maintain current accurate records or to access databases for information, wants and warrant checks, intelligence, and/or driver license and vehicle registration checks by typing on a computer keyboard.
5. Reads/interprets maps for the public, field personnel and other law enforcement/criminal justice agencies in order to assist in locating certain geographical areas using an Arizona state map, U.S. atlas, city and county maps, and various computer mapping systems. Interprets telephone or radio call locations from maps by applying knowledge of state highway system and geography in order to provide appropriate and timely assistance.
6. Greets visitors in person in order to provide assistance or refer to appropriate staff members/section. Provides educational or public relations tours and presentations of the dispatch center to members of the public, citizen's academies, legislative personnel, other agencies, etc.
7. Provides back-up coverage for the Department operator and monitors entrance ways to allow access to visitors.
8. Maintains and stocks office supplies, including Department-related forms for the public's use.
9. May provide backup to dispatchers for computer queries, processing documents and telephone notifications during busy periods and/or critical incidents.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. business English, spelling, grammar, and punctuation required to compose and proofread written documents (e.g. memoranda, letters, reports, studies, manual, training material, etc.) of moderate to complex difficulty on various subjects for various levels of leadership.

SKILL IN:

1. communicating clearly, concisely and effectively, both orally and in writing.
2. the use of computer/keyboard devices to retrieve and /or enter information.
3. effective decision making/problem solving based on a limited amount of information in crisis or emergency situations.
4. the use of modern office equipment (e.g. various keyboards, multi-line telephone system, photo copiers, radio devices, FAX machines, shredders, etc).

ABILITY TO:

1. type at 40 net words per minute.
2. operate computer-aided dispatch (CAD) equipment.
3. establish, develop and maintain courteous and effective working relationships.
4. accept and apply constructive criticism and critiques.
5. maintain emotional control and work effectively during emergencies, crisis situations or extremely stressful conditions.
6. consistently speak in a clear, well-modulated voice.
7. memorize, retain and accurately recall information and codes.
8. multi-task, organize, prioritize and adapt to constantly changing situations, and effectively take appropriate action.
9. read, understand and interpret moderately difficult to complex written information (e.g. policies, procedures, rules, regulations, statutes, etc.).
10. understand verbal instructions in the use of specialized equipment.
11. work independently with minimal supervision, exercising good judgment in the safeguarding of confidential or sensitive information.
12. perform detailed work with a high degree of accuracy, at times during stressful situations.
13. accurately understand various telephone transmissions and transcribe information (e.g. numbers, letters, names and facts) from one source to another in a timely manner.
14. effectively interpret a variety of maps and communicate information to dispatch personnel.
15. work within deadlines in order to complete assignments.
16. interact with visitors in person in a courteous, professional and effective manner.
17. develop, lead, and participate in team and work groups.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

24 hour/7 day emergency dispatcher center operation setting.
Work is performed in a confined area with limited mobility.
May be required to sit for extended periods of time with limited or no breaks.

ADDITIONAL REQUIREMENTS:

Must obtain ACJIS Terminal Operator Certification within six months of hire and maintain certification throughout the course of this assignment with the Department.

Holidays, weekends, irregular hours and shift work may be required with possible extension of shift hours, at times with short notice.
Limited travel is needed.

MINIMUM QUALIFICATIONS:
Requires a High School Diploma or GED, and one year of clerical, customer service or public contact experience.
Must be able to type a minimum of 40 words per minute.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt.

APPROVED: _____ DATE: _____

EFFECTIVE DATE: August 22, 2001

Classification Established: August 22, 2001
Revision Date(s): August 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

PUBLICATIONS EDITOR – Class Code 4420

SUMMARY STATEMENT:

Performs responsible work of varying degrees of difficulty in researching, analyzing, and producing various agency publications to provide information internally and externally on agency, regional, national, and law enforcement events, trends, and activities. May supervise support staff. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Directs the writing, editing, layout, reproduction, and dissemination of various printed materials.
2. Conceptualizes, researches, designs, develops, lays out, writes, edits, and/or revises various printed materials and written documents.
3. Conducts interviews to obtain information for articles.
4. Scans and edits photographs and other visual aids and documents into a computer for inclusion in specific publications.
5. Develops, produces, and/or assists in the development of camera-ready artwork to place in specific publications.
6. Plans, establishes, arranges and coordinates editorial, production, collation, and delivery of publications.
7. Assists in related areas of media production (e.g., typesetting, graphic arts, video production, photography, etc.) to meet production goals.
8. Participates in maintaining, updating, and enhancing the agency's website.
9. Develops information of possible interest to management, and develops leads or possible leads for future publications.
10. Photographs items of interest and individuals from inside and outside the organization for inclusion in publications or as needed for public relations.
11. Creates charts, graphs, and other illustrative depictions of data to be used in various publications.
12. Recruits experts to contribute articles for agency publications.
13. Serves on various internal and/or external committees and/or task forces to provide input and exchange information.
14. May supervise, direct and coordinate the activities of support staff.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. basic photography.
2. writing styles for various purposes.
3. the principles, practices, ethics and legalities of journalism.
4. the principles, practices and techniques of producing camera-ready copy/artwork.
5. the principles and various techniques used in publishing.

6. the principles of proper English sentence structure, grammar and punctuation.
7. the different types of applications software used in producing publications.
8. the time/work requirements of the various production steps in publications.
9. the principles, practices and techniques of web-based and Internet publishing.
10. various methods of depicting information in other than the narrative form.
11. cost-effective tools in journalism.
12. the latest developments in journalistic products.

SKILL IN:

1. oral communications in both one-on-one and group situations.
2. written communications.

ABILITY TO:

1. conduct research and gather information.
2. identify problem situations and develop viable solutions.
3. establish and maintain effective interpersonal relationships.
4. judge visual and editorial quality and appropriateness of written documents.
5. work independently with minimal supervision.
6. operate personal computer hardware, software, and peripherals.
7. analyze information and draw valid conclusions.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

May be required to lift equipment up to 30 pounds.
Office setting.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in journalism or a closely related field and two (2) years of journalism experience which includes the production of camera-ready layouts for photographic as well as feature-article publications; OR an equivalent combination of education and experience.

Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: January 3, 1998
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

PUBLICATIONS SUPPORT SPECIALIST – Class Code 4415

SUMMARY STATEMENT:

Assists in the performance of work of average difficulty in researching and producing various agency publications to provide information internally and externally. Supervision is received from a Publications Editor. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Participates in the writing, editing, layout, reproduction and dissemination of various printed materials (e.g., publications, news releases, brochures, fliers, magazine articles, etc.).
2. Conceptualizes, researches, designs, develops and/or revises various printed materials and written documents.
3. Conducts interviews to obtain information for articles.
4. Produces and/or assists in the development of camera-ready artwork to place in specific publications.
5. Assists in related areas of media production (e.g., typesetting, graphic arts, video production, photography, etc.) to meet production goals.
6. Develops information of possible interest to management, and develops leads or possible leads for future publications.
7. Takes, processes and edits photographs for inclusion in publications or as needed for public relations.
8. Recruits experts to contribute articles for agency publications.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. basic photography.
2. writing styles for various purposes.
3. the principles, practices, ethics and legalities of journalism.
4. the principles, practices and techniques of producing camera-ready copy/artwork.
5. the principles and techniques used in publishing.
6. the principles of proper English sentence structure, grammar and punctuation.
7. the different types of applications software used in producing publications.
8. various methods of depicting information in other than the narrative form.

ABILITY TO:
1. operate personal computer hardware, software and peripherals.
2. conduct research and gather information.
3. judge visual and editorial quality and appropriateness of written documents.
4. take and transcribe notes.
5. communicate orally by telephone and on a one-to-one basis.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

May be required to lift equipment up to 30 pounds.

MINIMUM QUALIFICATIONS:
Requires a Bachelor's degree in journalism or a closely-related field, including courses in the production of camera-ready layouts for photographic as well as feature-article publications, OR an equivalent combination of education and experience to equal four (4) years.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: September 25, 1999
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

RADIO INSTALLER – Class Code 3370

SUMMARY STATEMENT:

Installs a variety of mobile radio communications equipment in various types of motor vehicles. Diagnoses minor communication system problems, and repairs or replaces malfunctioning equipment. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Installs and/or removes various forms of electronic equipment (e.g., police radios, CB radios, scanners, cellular telephones, camcorders, radars, vascars, etc.) in Department vehicles using air, power and hand tools, technical information and fleet service procedures.
2. Builds special components to accommodate the installation of necessary equipment in vehicles (e.g., car harnesses, brackets for radio equipment, etc.).
3. Troubleshoots malfunctions of electronic equipment and installations in vehicles in order to diagnose and correct operational problems.
4. Repairs electronic equipment and installations in vehicles to restore equipment installations to optimal operating conditions.
5. Operates installed equipment (e.g., mobile radios, MDTs, video systems, scanners, CBs, radar systems, mobile telephones, etc.) in order to test or demonstrate equipment.
6. Performs regularly scheduled maintenance and repairs on vehicle communications equipment installations in order to ensure maximum reliability and performance using solvents, lubricants, tools and technical manuals.
7. Coordinates scheduling of work orders with other shop technicians and mechanics in order to ensure prompt completion of all work required in the installation or repair of vehicular equipment.
8. Makes minor repairs to shop equipment to maintain performance.
9. Maintains records and logs in order to document all installations and repairs of installed equipment.
10. Trains fleet personnel in techniques and procedures used in the installation, removal and operation of various types of communications equipment.
11. Orders and maintains inventory of hardware and electronic equipment in order to ensure the availability of necessary parts and supplies required for the routine installation and repair of electronic mobile communications and special equipment.
12. Maintains an organized system of technical information pertaining to electronic equipment and tools in order to ensure the availability of information for maintenance and repairs.
13. Trains users in the operation of new equipment using appropriate training aids (e.g., training videos, classroom instruction, mock-ups, fixtures, etc.), tools, service bulletins and other written documentation.
14. Cleans assigned work area in order to eliminate hazards.
15. Operates vehicles (e.g., automobiles, light and medium duty trucks, vans, motor homes, recreational vehicles, etc.) in order to transport vehicles to and from work sites and to perform work functions off-site.

16. Communicates with off-site radio and maintenance/repair shops to answer questions and provide updated technical information.
17. Develops, modifies and/or recommends changes in shop operations or procedures in order to expedite repairs and installations of vehicle equipment.
18. Assists build-up shop personnel when additional help is needed by installing special police equipment (e.g., wiring harness, deck lights, speakers, wig-wag lights, brake lights, decals, siren, strobe lights, etc.)
19. Designs and/or fabricates wiring harnesses to specifications for installation into vehicles.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the basic principles of electronics and electronic mobile communications equipment, such as two-way radios, mobile digital terminals (MDT's), video systems, scanners, CB's, radar systems, telephones, etc..
2. state and federal environmental laws concerning the handling of hazardous materials routinely used in fleet service operations.

SKILL IN:

1. the operation of motorized vehicles (e.g., automobiles, trucks, motorcycles, motor homes) for transport.
2. identifying and using proper hand and power tools, parts and supplies in a safe manner.
3. calculating mathematical problems involving addition, subtraction, multiplication and division on a calculator to determine weights, measurements, time, quantities, metric conversion, repair costs, and parts and supplies expenditures.
4. the safe use of fleet shop equipment (e.g., bench grinder, drill press, etc.).

ABILITY TO:

1. follow detailed oral and written instructions in the installation/removal and repair of electronic mobile communications equipment.
2. learn to use personal computer to monitor inventories, order parts and supplies and write reports.
3. read and interpret dials, gauges, meters, graphs and electrical wiring diagrams pertaining to the installation, testing, operation and repair of mobile communications equipment.
4. install, repair or remove vehicle equipment by assembling or disassembling, repairing or replacing parts and components.
5. modify a vehicle (vehicle build-up) by assisting in the design, fabrication and installation of special parts and equipment.
6. effectively communicate orally and in writing.
7. explain technical information in layman's terms to service users and other personnel to answer questions and provide information about equipment and its operation.
8. establish and maintain effective working relationships with those contacted in the course of assignment.
9. make routine decisions without direct supervision pertaining to the installations and repair of mobile communications equipment.
10. acquire additional skills to maintain technical competencies.

11. read and comprehend technical shop manuals, troubleshooting guides, manufacturers' specifications, warranties, parts catalogs and work orders used in the installation and repair of electronic mobile communications equipment.
12. prepare detailed written documents to order parts and maintain required records.
13. differentiate between colors to work with electrical wires

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
May be required to stoop, bend, kneel and squat for extended periods of time.
May be required to move items up to 30 pounds for distances of up to 10 feet.
May be exposed to outdoor weather conditions and moderate to loud noise levels.

ADDITIONAL REQUIREMENTS:
Must have and maintain a valid Arizona driver license.

MINIMUM QUALIFICATIONS:
Requires two (2) years of experience in electronics, **or** graduation from a certified vocational school with emphasis in the field of electronic systems.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: March 24, 1994
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

RECORDS SUPERVISOR – Class Code 2003

SUMMARY STATEMENT:

Plans, organizes, reviews and coordinates the activities of employees involved in the maintenance and retrieval of law enforcement information records, reports, and related materials and computer functions. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Supervises the personnel and functions of the work unit, which includes: interviewing prospective employees; providing and/or recommending training; coordinating, scheduling and assigning work product; establishing performance measures, goals, objectives and priorities; evaluating work performance; providing feedback, direction and guidance; keeping personnel abreast of new or revised information; answering questions; and recommending and/or implementing personnel actions.
2. Reviews records for accuracy, completeness and to ensure compliance with statues, Federal and State regulations, and DPS policy.
3. Establishes and maintains production standards and workflow by tracking assignments and projects.
4. Administers grant budgets or funds by monitoring expenditures, projecting future costs, or reconciling balances; may develop or assist in developing the unit budget. Determines purchases of capital equipment to improve unit productivity; develops spreadsheets to provide access to statistical information.
5. Gathers and summarizes financial, statistical and other information, and prepares appropriate reports.
6. Resolves internal and external complaints or grievances.
7. Recommends and implements program enhancements to the sex offender and Arizona Criminal History automated systems.
8. Attends meetings and conferences to obtain or disseminate information regarding unit issues and programs or to plan future needs. Participates in appeal hearings, meetings, and on committees or task forces to testify, to present and exchange information, and to represent the Department and/or State of Arizona.
9. Develops, revises and administers the policies and procedures for assigned unit.
10. Assists in determining the possible impact of legislation on unit policies and procedures. Interprets laws that govern dissemination and facilitate the flow of record information.
11. Coordinates services with other agencies, associations, task forces, Department personnel and the public.
12. Monitors ACJIS database records to ensure they are being accessed only for authorized purposes; determines authorization of requestor to receive records information.
13. Disseminates information to DPS officers or other agency personnel in compliance with statutes, regulations and DPS policy.
14. Trains internal and external law enforcement/criminal justice agency personnel in the tasks essential to ensure proper maintenance, security and dissemination of records.
15. Conducts and/or participates in staff studies to determine the efficiency of programs that affect unit operations.

16. Informs management regarding work status in the unit and problems that may impede work progression.
17. Establishes and maintains automated and manual records and files; develops and maintains the unit records file retention schedule; retrieves records from various authorized storage facilities (e.g., State Library, Public Archives, etc.) to provide copies upon request.
18. Administers terminal operator certification testing to unit personnel.
19. Monitors the Imaging Systems for the automation of records to ensure proper operation of the system and update of equipment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. effective listening techniques.
2. business English, spelling, grammar and punctuation required to produce and proofread written documents.
3. records management systems (automated and manual files).
4. basic accounting principles to administer various funds, process financial documents or make budget recommendations or forecasts.
5. the research and interpretive practices employed in the acquisition and dissemination of police records information.
6. the principles and practices of supervision.
7. modern office practices, procedures and equipment required to perform office functions in an efficient manner.
8. Federal and State laws and regulations governing custody of information, privacy and security guidelines.

SKILL IN:

1. the use of computer software programs.
2. the use of computer keyboard devices.

ABILITY TO:

1. effectively communicate orally and in writing with all levels.
2. establish and maintain effective working relationships with those contacted in the course of the assignment.
3. organize, prioritize and perform multiple tasks.
4. complete assignments within a designated deadline.
5. conduct research, gather information and analyze a wide variety of data and statistics.
6. analyze information, draw valid conclusions and develop feasible solutions or recommendations.
7. set short- and long-range plans or goals for programs and projects.
8. work under minimal supervision and make independent decisions.
9. proofread, research or reconcile inaccuracies.
10. interpret and apply written information (e.g., policies, procedures, rules, regulations, statutes, etc.).
11. make quick decisions and apply legal principles to resolve problems involving Department liability.
12. make oral presentations to small and large audiences.

13. exercise good judgment in safeguarding sensitive and confidential information.
14. calculate mathematical problems involving addition, subtraction, multiplication and division.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.
May be required to move up to 40 lbs.

ADDITIONAL REQUIREMENTS:
Holidays, weekends and shift work may be required.
May be required to travel to perform certain work functions.
Must obtain ACJIS Terminal Operator Certification within six months of hire, and maintain certification throughout the course of this assignment with the Department.

MINIMUM QUALIFICATIONS:
Requires four (4) years of experience in police records work or automated records systems **OR** an equivalent combination of education and experience.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.

FLSA Status: Non-Exempt.

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: January 22, 1999
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

REGIONAL CRIME LABORATORY MANAGER – Class Code 5318

SUMMARY STATEMENT:

Plans and directs the technical production, human resources and fiscal activities of the Regional Crime Laboratory to assure proper scientific support to the criminal justice system served. Performs related duties as required. Supervision is received from the Scientific Analysis Superintendent. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Manages the operations of the Regional Crime Laboratory by establishing performance measures, goals, objectives and priorities. Establishes policies and procedures, and prepares scientific and management reports.
2. Provides direction and feedback to employees, and prepares performance appraisals.
3. Evaluates, requests and manages the fiscal funding of personnel, capital equipment and supplies for the laboratory.
4. Coordinates the inspection and evaluation of examination reports and associated analysis notes of criminalists to ensure compliance with quality assurance procedures and laboratory accreditation standards.
5. Participates in the selection of criminalists and supervisors for the Regional Crime Laboratory.
6. Assures professional development programs for criminalists.
7. Coordinates research and special projects.
8. Manages the preparation and maintenance of laboratory reports, files and records.
9. Coordinates the inspection of crime laboratory facilities to ensure compliance with safety and accreditation standards.
10. Interacts with criminal justice agencies.
11. Serves on committees as necessary.
12. Coordinates training sessions for law enforcement and court officials.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the principles and practices of management and leadership.
2. chemistry or related science, forensic science techniques and sophisticated scientific equipment.
3. current laws, rules and procedures concerning the activities of a crime laboratory.
4. coaching and training techniques to provide technical advice and/or training to law enforcement and court officials.
5 computerized case management and tracking systems.
6. scientific research and methodology.

SKILL IN:

1. problem-solving to deal with complex and/or urgent issues.
2. analyzing and interpreting scientific data.

ABILITY TO:

1. prepare clear and concise technical and/or administrative written documents.
2. work effectively with people at all levels within and outside the agency.
3. effectively communicate orally in one-on-one and group situations.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with major course of study in chemistry or closely related physical or natural sciences with minimum of thirty (30) semester hours in chemistry and ten (10) years of increasingly responsible experiences including supervisory duties as a criminalist in a recognized laboratory actively engaged in the forensic sciences, one (1) year of which shall have been in a supervisory capacity. Additional criminalist experience, beyond the required ten years, may substitute for semester hours of chemistry (1 year additional criminalist experience = 10 chemistry semester hours).

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 1, 2000

Classification Established: April 1, 2000
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

REGULATED VEHICLES INSPECTOR – Class Code 3207

SUMMARY STATEMENT:

Under general supervision, conducts annual, on-site, mechanical and safety inspections of motor vehicles regulated by the State of Arizona, including school buses and tow trucks. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Performs stationary inspections of regulated motor vehicle fleets, within an assigned territory, to assess compliance with State and Federal laws and regulations.
2. Inspects and assesses the condition of all of the vehicle's essential mechanical systems and components.
3. Inspects and assesses the condition and integrity of the vehicle's body and related components.
4. Ensures the presence and working condition of the vehicle's required safety equipment.
5. Prepares reports based on findings from the inspections to be presented to the fleet's manager and/or mechanics.
6. Explains and interprets related laws and regulations and communicates with the fleet's manager and mechanics to help ensure the fleet's compliance with State and Federal laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. motor vehicle maintenance procedures including proper inspection techniques using a checklist.
2. basic mechanical parts and systems of motor vehicles, including the principles and operation of braking, fuel, steering, suspension and electrical systems.

ABILITY TO:

1. communicate clearly and concisely, both orally and in writing, to complete reports and share findings with interested parties.
2. operate and interpret results from testing equipment and measuring tools.
3. professionally deal with individuals, sometimes in difficult situations.
4. operate a computer and standard office equipment.
5. work independently with minimal supervision.
6. identify problems and concerns.
7. exercise good judgment to make decisions based on inspection findings.

WORKING CONDITIONS/PHYSICAL REQUIRMENTS:

May be required to frequently stand, stoop, bend, kneel, squat, reach overhead and lay flat for extended periods of time.

May be exposed to fumes or dust, toxic or caustic chemicals, outdoor weather, moving mechanical parts and moderate to loud noise levels.

ADDITIONAL REQUIREMENTS:
Must be able to travel frequently statewide.
May be required to work extended or irregular hours.
Must be able to obtain a Commercial Driver License within six months of employment.
Must successfully complete the North American Standard Inspection Program, Part B, Commercial Vehicle Inspection class within six months of employment.

MINIMUM QUALIFICATIONS:
Requires two (2) years experience or education in the mechanical operations of motor vehicles, preferably with buses and/or heavy trucks. Must possess a valid Arizona driver license at the time of employment.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: August 21, 2006

Classification Established: August 21, 2006
Revision Date(s):

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

RMIN CENTER
ADMINISTRATIVE SERVICES MANAGER– 5529

SUMMARY STATEMENT:

Manages the member services, publications and all administrative services of the Rocky Mountain Information Network (RMIN) Center. Performing functions such as supervision of subordinate administrative personnel; administration of daily RMIN Center support activities; performs advanced budgetary analysis and financial report preparation; conducts independent research studies; analyzes, evaluates, and recommends changes to RMIN staff policies and procedures; provides administrative support to the RMIN Executive Policy Board.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Manages and directs administrative staff including member services and publications activities to provide timely services to members, management and others within the RMIN Center.
2. Manages all aspects of the RMIN budgetary process; supervises disbursement of RMIN Training Program funds
3. Prepares and presents executive level briefings to RMIN management, RMIN Executive Board, and outside RISS leadership.
4. Provides direct administrative support to the RMIN Executive Policy Board.
5. Disseminates information to RMIN management, RMIN Executive Board, Grantee and Grantor officials, and other RISS authorities.
6. Supervises administrative staff work to include: interviewing prospective employees; providing staff training opportunities; coordinates, schedules and assigns work product; monitors approved performance measures, goals, objectives, and priorities in accordance with RMIN strategic plan with Executive Board/Executive Director guidance; evaluates work performance; and reviews, recommends and processes personnel actions.
7. Creates, reviews, coordinates, monitors, and updates all RMIN specific forms to ensure standardization, professionalism, clarity, and usefulness of these products.
8. Manages all aspects of the application of RMIN Investigative/Confidential Funds (ICF) support program including required audit trails to ensure ICF compliance with established federal and state guidelines.
9. Assists in administration and processing of RMIN travel requirements.
10. Coordinates and monitors all facilities management issues and requirements.
11. Manages/reviews contracts to secure goods and services.
12. Responds to RISS and Federal requests for activity/statistical information; responds to designated RISS federal partnerships, as approved by the RMIN Executive Director.
13. Develops, changes, and/or recommends improvements on RMIN programs and policies.
14. Participates on working groups and/or planning forums to conduct special studies, research, and formulate policy development.
15. Participates in establishing RMIN long range plans to include development of strategic goals and objectives compatible with RISS and Department strategic plans.

16. Conducts research to identify and obtain tools, equipment, resources, software, and/or applications for staff.
17. Coordinates with Grantee on indirect support activities and service requirements.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. staff coordination, internal controls, staff management, resource allocation, and organizational effectiveness.
2. principles and practices of administration including long range planning, resource management, and budget execution.
3. principles and practices of grant program applications and administration in a multi-state, multi-agency, multi-jurisdictional operating environment.
4. budget development and administration.
5. fiscal management involving budgetary planning and execution, auditing, and financial record keeping with internal controls necessary to administer a program budget.
6. principles and practices of advanced mathematics, accounting, and statistical reporting.
7. state, federal, and tribal laws and regulations applicable to RMIN program administration.
8. principles and practices of personnel management and supervision.
9. professional development training methods and principles.
10. principles and practices of group dynamics, teamwork, and organizational motivation.
11. rules of English grammar and composition to prepare, review, and edit complex documents.
12. report writing techniques, briefing techniques, and interviewing techniques.
13. research techniques involving both governmental and commercial databases, internet sites, and open source information related to assigned areas of responsibility.
14. modern office practices, procedures, and equipment utilization for efficient office administration and work performance.
15. management of record keeping systems including both automated and manual files.
16. intelligence systems and databases, including rules and procedures related to the collection, retention, storage, and dissemination of intelligence products and multi-jurisdictional information sharing practices.
17. multi-jurisdictional liaison and coordination with federal, state, local, and tribal law enforcement organizations.
18. procurement procedures, equipment purchasing, contract negotiation, supplies acquisition, inventory controls, and property management practices and principles.
20. policy formulation and implementation, grants management application, and organizational effectiveness techniques.

SKILL IN:

1. composing, editing, proofreading, and evaluating complex correspondence, reports, forms, contracts, spreadsheets, and sensitive intelligence documents.
2. managing and supervising individuals and groups for team building, problem solving, intra-staff coordination, and optimum work production.
3. fiscal management, budget formulation, resource allocation, audit record keeping, and grant program administration.
4. use of computer software programs, automated databases, automated forms development, computer security, and information sharing techniques/applications on local area networks.

5. conducting independent research, analyzing data, report writing, creating statistical spreadsheets, and preparing/presenting executive level briefings.
6. policy formulation, decision making, management of personnel and programs, and problem solving/resolution in a multi-jurisdictional work environment.

ABILITY TO:

1. independently manage, supervise, and direct people, programs, projects, and special assignments.
2. identify problems, analyze issues, recommend viable solutions, and develop reasonable cost-effective courses of action for executive decision makers.
3. organize, prioritize, and perform multiple tasks.
4. work within stringent deadlines to complete projects and assignments on time with professional quality products.
5. perform detailed administrative assignments of a difficult nature with a high degree of accuracy.
6. use sound judgment in safeguarding confidential and/or sensitive information, controlling fiscal resources, managing people and programs.
7. effectively communicate; both orally and in writing, with all staff levels.
8. develop and implement long range planning, strategic goals, and organizational objectives.
9. independently make staff decisions and take appropriate actions to fairly and prudently administer RMIN programs and manage a multi-disciplined RMIN staff.
10. exercise ethical leadership that sets the example for others to follow in honesty, integrity, and professional work.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

ADDITIONAL REQUIREMENTS:
May be required to travel to perform certain work functions.

MINIMUM QUALIFICATIONS:
Requires at least two (2) years of Administrative Supervisor (or equivalent) experience with an overall standard rating or higher in the last year; or a combination of work experience and education in public administration, law enforcement, intelligence, criminal justice, fiscal/personnel management or related field totaling at least six (6) years. NOTE: One (1) year of work experience is equivalent to thirty (30) semester hours of course work from an accredited college or university.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: October 6, 2005

Classification Established: October 6, 2005
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

RMIN DEPUTY DIRECTOR – Class Code 5525

SUMMARY STATEMENT:

Under general direction and guidance from the Rocky Mountain Information Network (RMIN) Project Director, ensures that the RMIN Executive Board policies and Project Director's staff directives are implemented; provides management direction and operational guidance for all Intelligence Research, Analysis, Information Technology, Administration and Member Services support activities; and develops and implements internal controls and oversight procedures to ensure RMIN compliance with applicable laws and regulations.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Assists RMIN Project Director in managing a federal grant project providing regional intelligence services to law enforcement agencies located throughout eight Rocky Mountain States.
2. Supervises the work of subordinate employees including first-line supervisors and field coordinators. Evaluates staff productivity to improve work effectiveness, unit morale and employee professional development. Counsels subordinates, prepares annual employee performance appraisals, and prepares written documents to recognize employee achievements and special areas for improvement.
3. Ensures RMIN staff accomplishes assigned missions and functions that satisfy member agency service requests/requirements, including management supervision over intelligence research services, analytical services, information technology services, membership services, training support, investigative funding support, and technical equipment loan support.
4. Participates on Regional Information Sharing Systems (RISS) forums and working groups (e.g., RISS Deputy Director Standing Committee, the Law Enforcement Intelligence Forum (LIEF), Southwest Border/Criminal Information Sharing Alliance (CISA), etc.) to fulfill RMIN goals and objectives in support of RISS missions.
5. Develops and implements operational policies as approved by the RMIN Executive Board. Develops and implements staff policies as approved by the RMIN Project Director.
6. Prepares and presents agenda items, information briefings and policy decision briefings for RMIN Project Director and Executive Board.
7. Establishes policies and procedures for staff travel, training, security, property accountability and other RMIN staff functions. Establishes intelligence policies and procedures, coordinates legal reviews, and participates in legal forums to ensure compliance with federal guidelines and 28 CFR Part 23 regulations.
8. Implements effective internal controls and intelligence oversight procedures to ensure unit compliance with current laws and applicable Grantor/Grantee policies.
9. Serves as liaison with RMIN member agency heads (e.g., sheriffs, chiefs of police, attorney generals, etc.) and other senior level decision makers.
10. Assists the Director in the procurement and disbursement of services, supplies, equipment and funding support.
11. Prepares annual progress and activity reports for Congressional review, policy board review and member agency information.
12. Prepares, processes and executes an annual operating budget.

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

RMIN FIELD SERVICES MANAGER – Class Code 5528

SUMMARY STATEMENT:

Under limited supervision, manages, plans and supervises the activities of the RMIN Field Services Unit. Exercises independent judgment and initiative in managing a major section of the Rocky Mountain Information Network. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Establishes performance measures, goals, objectives and priorities for the subordinate staff.
2. Supervises, manages and coordinates the daily operations and specific programs of the Field Services unit to ensure timely and efficient services to the membership.
3. Manages, coordinates and monitors subordinate programs and projects to attain goals and objectives.
4. Directs the development, design, re-design, implementation and enhancement of manual and automated systems to enhance customer service and employee productivity.
5. Manages field operations and supervisor staff that service the law enforcement agencies of eight Rocky Mountain States.
6. Manages the Surveillance Equipment Loan Program.
7. Manages and coordinates the Field Services Training Program and related training conferences.
8. Manages the investigative Funding Support program within the Field Service Unit.
9. Manages the vehicle fleet operations for RMIN.
10. Provides direction and management of staff activities through supervisory control, to ensure efficient daily operations in the absence of the Director or Deputy Director.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. supervision and training methods and principles.
2. appropriate methods of developing performance and productivity standards.
3. the theories, principals and practices of planning required for program and project development.
4. crisis management techniques required to effectively manage an emergency situation.
5. law enforcement operations and terminology to interpret, provide, and disseminate information and prepares written documents.
6. public information laws regarding the dissemination of information to the public.
7. development, preparation, fiscal management and control required to administer a program budget.

SKILLS IN:

1. interviewing for the purpose of recommending staff selections.

2. the use of multiple computer software programs.
3. developing, leading and participating in teams and work groups for the purpose of formulating a team approach to problem solving and plan development.
4. comprehending technical and non-technical data.

ABILITIES TO:

1. analyze and interpret financial data to determine and project budget needs.
2. develop, monitor and manage a budget to ensure expenditures remain within allocated funding.
3. evaluate subordinates' work quality to complete performance appraisals. Identify areas needing improvement, and recommend training.
4. manage professional, multi disciplined staff.
5. supervise for the purpose of providing direction, assigning tasks and ensuring work product is accurate and complete.
6. develop effective operating procedures to direct work functions.
7. exercise good judgment in safeguarding confidential or sensitive information.
8. establish criteria and standards for effective performance in order to supervise and evaluate administrative staff.
9. independently perform detailed administrative assignments of a difficult nature with a high degree of accuracy.
10. work within stringent deadlines to complete assignments within a restricted time period.
11. exercise good judgment in safeguarding confidential or sensitive information.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS:

Work is performed in an office setting . May be required to carry up to 50 pounds. Extensive travel is required.

ADDITIONAL REQUIREMENTS:

Must be able to obtain a valid State of Arizona driver license.
Must be eligible for a United States passport.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Criminal Justice Administration, Management or a related field required **OR** a minimum of ten (10) years of sworn law enforcement administrative experience.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 1, 2005

Classification Established: January 1, 2005
Revision Date(s): June 2006

13. Establishes organizational goals, objectives, priority tasking and performance measurements for RMIN activities and staff/services.
14. Writes, coordinates and processes the annual RMIN grant application for approval by the RMIN Grantee (Director of Arizona Department of Public Safety) and Bureau of Justice Assistance.
15. Establishes, revalidates and/or revises the purpose, vision and mission of RMIN as approved by the Project Director. Writes, revises, and updates RMIN constitution and bylaws for RMIN Executive Board approval.
16. Manages RMIN vehicle fleet operations and maintenance.
17. Prepares and coordinates RMIN long range strategic planning integrated with RISS and Arizona DPS strategic plans.
18. Conducts internal audits, surveys, inventories and preliminary inquiries to maintain organizational control and unit discipline over unit property, resources and staff.
19. Conducts comprehensive analysis and prepares clear, concise, useful and timely intelligence reports for use by decision makers and member agency consumers.
20. Reviews all organizational travel and other off-site support activities to ensure RMIN services are conducted in compliance with current regulations and to the satisfaction of requesting member agencies.
21. Prepares and distributes research papers, intelligence products, regional surveys and RMIN initiatives on current topics of interest for law enforcement applications within the region.
22. Functions as acting Director in the absence of the RMIN Project Director.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the principles and practices of administration and management.
2. the principles and methods of supervision in order to provide direction, assign tasks, and evaluate performance.
3. research and analytical practices employed in the acquisition, dissemination, and security of criminal intelligence information.
4. personal computer software and operating systems, intelligence systems and databases.
5. federal and state laws and regulations applicable to assignment.
6. the methods and techniques of criminal investigations.
7. report writing techniques in order to produce analytical and technical reports in an appropriate format.
8. budget preparation and fiscal management required to develop and administer a budget.
9. strategic and organizational planning techniques.
10. practices and techniques employed in obtaining and administering federal grant programs.

SKILL IN:

1. the practices of leadership in assessing situations to provide managerial direction for the accomplishment of operational objectives.
2. communicating orally and in writing with all levels of internal and external contacts to provide clarity, gather and disseminate information and resolve issues.

ABILITY TO:

1. establish and maintain effective working relationships with those contacted in the course of assignment.
2. organize, prioritize and perform multiple tasks to complete job functions in a timely manner.

3. conduct research, gather information and analyze a variety of data.
4. identify problems, analyze alternatives, and develop viable recommendations and solutions.
5. set short and long range plans or goals for programs and projects.
6. prepare and present professional oral presentations and briefings.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

ADDITIONAL REQUIREMENTS:
May be required to travel to perform certain job functions.

MINIMUM QUALIFICATIONS:
A Bachelor's degree from an accredited college or university with a major in criminal justice, business or public administration or related field and ten (10) years professional supervisory or management experience in law enforcement, intelligence operations, or government programs and administration.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: February 3, 2001
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

RMIN FIELD SERVICES COORDINATOR – Class Code 5825

SUMMARY STATEMENT:

Provides field services and assistance to Rocky Mountain Information Network (RMIN) agencies in assigned states (Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, and/or Wyoming**).** Duties may include coordination with RMIN staff to assist in the development of organizational/member agency training needs; supervision of field and/or administrative staff assigned to the field service. Assignments involve extensive travel. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Develops and maintains relations with member agencies within an assigned geographic area through personal visits, written documents (e.g., bulletins, correspondence, reports, etc.) and other forms of communication.
2. Prepares and conducts presentations at law enforcement events (e.g., seminars, association meetings, conferences, task forces, etc.) to further the knowledge of RMIN's services to current and prospective member agencies.
3. May instruct/teach/facilitate training programs for diverse audiences including RMIN staff and member agencies.
4. Attends meetings or conferences to obtain or disseminate information regarding assigned work area issues and programs.
5. Establishes and/or maintains manual and automated filing systems to update and track member information.
6. Participates in the development and dissemination of RMIN publications (e.g., brochures, pamphlets, publicity materials, bulletins, etc.) to encourage member agency network involvement and utilization of available services.
7. Develops and provides federally mandated introductory and in-service training and on-site visits for member agency personnel in various subjects (e.g., availability of RMIN services, methods to attain RMIN services, policies and procedures related to receiving RMIN services, etc.).
8 Interacts with RMIN staff in coordinating assistance, training, and services to member agencies.
9. Assists member agencies in obtaining and maintaining access to RISSNET and RISSNET database submissions, intelligence research, analysis, investigative case support and other services.
10. Facilitates multi-jurisdictional information-sharing efforts within the RMIN system in accordance with RMIN and member agency policies and procedures, and current law.
11. May supervise field and administrative personnel assigned to the field service unit.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. team concepts (e.g., team building, leadership, participation and group problem solving techniques).
2. planning and research principles and practices, including operational and long-range strategic planning.
3. resources available to complete assigned staff work.
4. records management systems (both computerized and manual files).
5. objectives and practices used in the establishment of professional training and development programs.
6. applicable federal, state, and local laws.
7. a wide range of computer software, hardware, operating systems and intelligence databases.
8. methods and techniques of criminal investigations.
9. training or instructional strategies and methodologies.

SKILL IN:

1. written communications.
2. oral communications in one-on-one and group settings.

ABILITY TO:

1. conduct research and gather information and statistics.
2. analyze information and draw valid conclusions.
3. organize, prioritize and perform multiple tasks.
4. independently make decisions and take appropriate action.
5. exercise good judgment in safeguarding confidential or sensitive information.
6. identify problems and analyze alternatives to develop viable resolutions.
7. establish and maintain effective working relationships with those contacted in the course of assignment.
8. work with complex computer networks and firewall situations and troubleshoot problems.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Office setting

ADDITIONAL REQUIREMENTS:

Must have and maintain a valid driver license for state of assignment.
May be required to travel in a variety of weather conditions

MINIMUM QUALIFICATIONS:

Requires five (5) years of sworn law enforcement experience, preferably in an investigative, criminal intelligence, surveillance or administrative capacity. A Bachelor's degree in criminal justice or a related field from an accredited college or university may substitute for up to two (2) years of the required experience.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: October 5, 2004

Classification Established: February 23, 1998
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

RMIN FIELD SERVICES MANAGER – Class Code 5528

SUMMARY STATEMENT:

Under limited supervision, manages, plans and supervises the activities of the RMIN Field Services Unit. Exercises independent judgment and initiative in managing a major section of the Rocky Mountain Information Network. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Establishes performance measures, goals, objectives and priorities for the subordinate staff.
2. Supervises, manages and coordinates the daily operations and specific programs of the Field Services unit to ensure timely and efficient services to the membership.
3. Manages, coordinates and monitors subordinate programs and projects to attain goals and objectives.
4. Directs the development, design, re-design, implementation and enhancement of manual and automated systems to enhance customer service and employee productivity.
5. Manages field operations and supervisor staff that service the law enforcement agencies of eight Rocky Mountain States.
6. Manages the Surveillance Equipment Loan Program.
7. Manages and coordinates the Field Services Training Program and related training conferences.
8. Manages the investigative Funding Support program within the Field Service Unit.
9. Manages the vehicle fleet operations for RMIN.
10. Provides direction and management of staff activities through supervisory control, to ensure efficient daily operations in the absence of the Director or Deputy Director.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. supervision and training methods and principles.
2. appropriate methods of developing performance and productivity standards.
3. the theories, principals and practices of planning required for program and project development.
4. crisis management techniques required to effectively manage an emergency situation.
5. law enforcement operations and terminology to interpret, provide, and disseminate information and prepares written documents.
6. public information laws regarding the dissemination of information to the public.
7. development, preparation, fiscal management and control required to administer a program budget.

SKILLS IN:

1. interviewing for the purpose of recommending staff selections.

2. the use of multiple computer software programs.
3. developing, leading and participating in teams and work groups for the purpose of formulating a team approach to problem solving and plan development.
4. comprehending technical and non-technical data.

ABILITIES TO:

1. analyze and interpret financial data to determine and project budget needs.
2. develop, monitor and manage a budget to ensure expenditures remain within allocated funding.
3. evaluate subordinates' work quality to complete performance appraisals. Identify areas needing improvement, and recommend training.
4. manage professional, multi disciplined staff.
5. supervise for the purpose of providing direction, assigning tasks and ensuring work product is accurate and complete.
6. develop effective operating procedures to direct work functions.
7. exercise good judgment in safeguarding confidential or sensitive information.
8. establish criteria and standards for effective performance in order to supervise and evaluate administrative staff.
9. independently perform detailed administrative assignments of a difficult nature with a high degree of accuracy.
10. work within stringent deadlines to complete assignments within a restricted time period.
11. exercise good judgment in safeguarding confidential or sensitive information.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS:

Work is performed in an office setting . May be required to carry up to 50 pounds. Extensive travel is required.

ADDITIONAL REQUIREMENTS:

Must be able to obtain a valid State of Arizona driver license.
Must be eligible for a United States passport.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Criminal Justice Administration, Management or a related field required **OR** a minimum of ten (10) years of sworn law enforcement administrative experience.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 1, 2005

Classification Established: January 1, 2005
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

RMIN INTELLIGENCE SERVICES MANAGER – Class Code 7965

SUMMARY STATEMENT:
Under limited supervision, manages, plans, organizes, and supervises the activities of the RMIN Intelligence Services Section. Exercises independent judgment and initiative in managing a major section Rocky Mountain Information Network. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Supervises assigned technical staff which may include those assigned to intelligence research and criminal intelligence analysis, fraud analysis, computer forensics, audio/video forensics, and publications. Establishes performance measures, goals, objectives, and priorities. Evaluates work performance. Coordinates training of staff. Interviews prospective employees.
2. Monitors the establishment, maintenance, retention, destruction and security of databases and files to ensure confidentiality, accuracy, proper dissemination and compliance with federal, state and local laws.
3. Creates, prepares, reviews and/or approves various intelligence and administrative documents to disseminate information and to ensure the required information is accurate and in compliance with established standards.
4. Reviews and analyzes files, documents, and work product to ensure completeness, accuracy and compliance with federal, state, and local laws, including the eight RMIN member states and section policies and procedures.
5. Remains current on job-specific procedures and law enforcement investigation and intelligence issues by reviewing analytical intelligence and law enforcement publications and bulletins and by attending meetings and training courses.
6. Directs the research, design, development, testing, and maintenance of operational databases, analytical software, hardware and peripheral equipment to enhance the quality of work products, improve productivity, and ensure equipment is functioning properly.
7. Gathers and summarizes data to provide accurate statistical information on case assignment and unit production to management.
8. Oversees the editing and publishing of the monthly RMIN Bulletin, as well as other special publications.
9. Determines equipment and software needs for support of member cases.
10. Supervises the analytical training program to ensure it is meeting the needs of the members.
11. Assists in budget planning by providing cost estimates regarding future needs for section operations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. federal, state, county and/or city statutes, rules, regulations, ordinances, codes, administrative orders, case law, policies, and procedures.

2. principles and practices of effective supervision.
3. research and analytical practices employed in the acquisition and dissemination of criminal intelligence information.
4. basic functions of computer and audio/video forensics.
5. basic functions of fraud examination.
6. the principles and techniques of publishing.
7. law enforcement and intelligence terminology.
8. report writing techniques required to produce intelligence reports in an appropriate format, link charts, association matrices, intelligence bulletins, other specialized forensics reports and graphic presentations.
9. federal, state, local, and national information resources that aid in an investigation or analytical report.
10. principles and techniques of inductive and deductive reasoning.
11. rules of evidence, Rule 6e material requirements and presentation of testimony and exhibits.
12. current conditions or trends (e.g. military, economic, cultural, geographical, social, etc.) in relation to targeted subjects/groups throughout the eight RMIN member states, nationally and internationally.
13. criminal and business law.
14. mathematical and statistical analysis techniques.
15. basic budgetary concepts.

SKILL IN:

1. researching, reading, and interpreting technical/analytical data.
2. comprehending technical and non-technical materials.
3. prioritizing and assigning tasks to meet deadlines.
4. establishing and maintaining effective working relationships with staff, coworkers, and representatives from other agencies, including those contacted in the course of conducting business.
5. preparing and presenting recommendations to upper management.
6. communicating orally and in writing.
7. identifying problems, analyzing alternatives, and making viable recommendations.
8. researching, gathering, organizing and analyzing data and drawing logical conclusions.
9. reviewing, proofreading, editing and verifying written materials for accuracy and adherence to policies and procedures.
10. interviewing techniques.

ABILITY TO:

1. work with minimal supervision.
2. exercise sound judgment in safeguarding/ disseminating confidential or sensitive information.
3. communicate orally and in writing to all levels.
4. read, comprehend and interpret complex information.
5. plan, organize, coordinate and prioritize multiple tasks and projects.
6. perform detailed work with a high degree of accuracy.
7. operate specialized intelligence equipment (e.g. scanners, WORM, plotters, dialed number recorders, etc.).

WORKING CONDTIONS/PHYSICAL REQUIREMENTS:
Work is performed in an office setting. May be required to travel. May be required to carry up to 20 pounds.

ADDITIONAL REQUIREMENTS:
All applicants must successfully complete the examination process.
Must be able to obtain a valid State of Arizona driver license.

MINIMUM QUALIFICATIONS:
Requires a Bachelor's degree from an accredited university or college and seven (7) years experience in a law enforcement agency in the enforcement or intelligence field. Experience in U.S. military law enforcement and intelligence is also recognized as qualifying.

Must successfully complete the examination process.
FSLA Status: Exempt.

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 28, 2003

Classification Established: February 28, 2003
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

RMIN INFORMATION TECHNOLOGY SUPERVISOR – Class Code 7965

SUMMARY STATEMENT:
Under limited supervision, plans, organizes, and supervises the activities of RMIN Information Technology operations. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Provides technical advice to the RMIN Deputy Director and Director involving the design and planning of information systems, network systems, and new technology.
2. Identify, troubleshoot, and resolve or correct network problems in an effort to minimize system downtime.
3. Supervises the development, design, testing, implementation, maintenance, and enhancement of network systems to ensure efficiency, customer service, and employee productivity.
4. Researches and coordinates the planning and implementation of system upgrades and equipment replacement.
5. Supervises assigned technical staff. Evaluates work performance. Coordinates training of staff. Establishes performance measures, goals, objectives, and priorities. Interviews prospective employees.
6. Assist in budget planning by providing cost estimates regarding future need for computer equipment, LAN/WAN systems, and maintenance.
7. Represents RMIN at information technology meetings, committees, or task forces including preparation and presentation of RMIN information technology briefings/discussions, as required.
8. Creates, maintains, and updates a variety of files, records, logs, and reports.
9. Ensures system security and user accessibility to protect system against unauthorized access or harmful virus attacks.
10. Evaluates newly acquired software and hardware to ensure proper functioning according to RMIN standards for personal computers. Provides engineering guidance and reviews implementation of all LAN/WAN services.
11. Reviews and coordinates all office automation requests to ensure that the customer is purchasing the correct products in compliance with RMIN and DPS policies.
12. Develops, writes, and updates RMIN information technology related policies and procedures for RMIN Director approval.
13. Develops and presents training to employees on computer equipment, information systems, IT support programs and procedures.
14. Develops and maintains a disaster recovery plan to ensure RMIN has a written plan for the restoration of IT services in case of a disaster using technical documentation.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF :
1. federal, state, county and/or city statutes, rules, regulations, ordinances, codes, administrative orders, case law, policies, and procedures.

2. regional, national, and international secure information sharing systems.
3. principles, practices, methods and trends in computer networks.
4. computer programming, computer systems analysis and design, hardware and software capabilities, and operating procedures.
5. principles and practices of effective supervision.
6. basic budgeting concepts.

SKILL IN:
1. analyzing, diagnosing, and resolving software and hardware problems.
2. researching, reading, and interpreting technical data.
3. the use of computer hardware and peripheral equipment.
4. establishing and maintaining effective working relationships with staff, co-workers, and representatives from other agencies, including those contacted in the course of conducting business.
5. prioritizing and assigning tasks to meet deadlines.
6. interviewing techniques.

ABILITY TO:
1. work with minimal supervision.
2. comprehend technical and non-technical materials.
3. prioritize and assign tasks to meet deadlines.
4. troubleshoot in routine and emergency situations.
5. prepare and present recommendations to management.
6. maintain confidentiality requirements.
7. to communicate orally and writing.
8. design and maintain network and related systems.
9. maintain confidentiality of sensitive information.

WORKING CONDTIONS/PHYSICAL REQUIREMENTS:
Work is performed in an office setting.
May be required to travel.
May be subject to callout.
May be required to carry up to 20 pounds.

ADDITIONAL REQUIREMENTS:
All applicants must successfully complete the examination process.
Must be able to obtain a valid State of Arizona driver license.

MINIMUM QUALIFICATIONS:
Requires a Bachelor's degree in computer sciences, information technology, a related field of study, and/or equivalent job related experience; plus at least three (3) years of progressively responsible LAN/WAN technical support or closely related experience.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FSLA Status: Exempt.

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 28, 2003

Classification Established: February 28, 2003
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

ROADSIDE MOTORIST ASSISTANT – Class Code 3205

SUMMARY STATEMENT:

Operates a specially equipped vehicle on highways and provides roadside assistance with routine maintenance and service on vehicles and information to motorists. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Patrols assigned areas of state highways to locate and assist stranded motorists and eliminate highway hazards.
2. Assists officers and/or other agencies, as necessary.
3. Diagnoses minor automotive problems and provides limited assistance with emergency repairs, such as loaning tools, providing water for cooling system, etc., in order to assist motorists with disabled vehicles.
4. Responds to calls of questionable situations on the highway in order to determine the specific nature of the situation and react appropriately by providing assistance, requesting additional help, etc.
5. Directs traffic at accident scenes and on special details (e.g., sobriety checkpoints) in order to assist officers with field operations, using flares, pylons, and other emergency equipment.
6. Maintains assigned DPS vehicle to ensure safety and reliability by utilizing Fleet services and automotive shop vendors as needed.
7. Transports motorists with disabled vehicles to obtain fuel, parts, etc.
8. Requests tow truck service for motorists with disabled vehicles.
9. Removes hazardous debris from highway by pushing, pulling, lifting or moving objects by hand.
10. Transports mail, supplies, records, reports, and other articles to various locations (e.g., DPS facilities, courts, etc.) in order to ensure safe and prompt delivery of required items.
11. Records detailed information (e.g., Vehicle Action Removal Report, tow truck requests, vehicle work orders, supply requisitions, property control forms, supplemental offense reports, etc.) in order to provide a written account of activities associated with position, or to obtain goods and services.
12. Communicates with motorists in order to provide directions and answer questions.
13. Transports Department vehicles to Fleet or authorized vendors for maintenance or repairs.
14. Tags and tows vehicles abandoned on highway to remove possible hazards and prevent theft.
15. Administers emergency first aid to motorists, using basic first aid equipment (e.g., bandages, splints, etc.), in accordance with standard first aid procedures.
16. Trains civilian reserves in Department policies and procedures pertaining to the fieldwork done by Roadside Motorist Assistants.
17. Transports property and evidence to appropriate central facility for safekeeping; completes proper documentation.
18. Orders vehicle maintenance supplies and parts for routine vehicle maintenance and repairs, and office supplies for area office.
19. Testifies in court regarding situations encountered on the highway, using appropriate written records and files, in accordance with court procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

SKILL IN:

1. verbal communications to communicate tactfully with general public and to exchange information with agency and non-agency personnel.
2. diagnosing minor automotive problems to assist motorists with disabled vehicles.

ABILITY TO:

1. work independently with minimal supervision.
2. operate a two-way radio to communicate with dispatchers during routine and emergency situations.
3. work effectively under stressful and hazardous conditions to respond to highway emergencies.
4. analyze information and make rapid decisions.
5. prepare detailed, accurate reports and forms to produce accurate records of activities or obtain goods and services.
6. operate a variety of vehicles, such as a van, automobile, tow truck, car hauler, etc., to transport vehicles, patrol highways, or respond to emergencies.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

May be exposed to outdoor weather conditions, fumes or dust, toxic or caustic chemicals, or bodily fluids.

ADDITIONAL REQUIREMENTS:

Must possess and maintain a valid Arizona driver license.

MINIMUM QUALIFICATIONS:

Requires one (1) year of automotive service, repair and maintenance experience.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: February 10, 1996
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

ROADSIDE MOTORIST COORDINATOR – Class Code 3206

SUMMARY STATEMENT:

Patrols assigned areas of state highways to direct traffic, provide roadside motorist assistance with routine maintenance and service on vehicles, supply information and directions to motorists, and eliminate highway hazards. Supervises the work of Roadside Motorist Assistants. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Supervises, trains, schedules and evaluates the work of Roadside Motorist Assistants.
2. Inspects the uniforms, equipment and vehicles of subordinates.
3. Prepares monthly management reports and various statistical reports.
4. Diagnoses minor automotive problems and provides limited assistance with emergency repairs such as loaning tools, providing water for cooling system, etc., in order to assist motorists with disabled vehicles.
5. Responds to calls of questionable situations on the highway in order to determine the specific nature of the situation and react appropriately by providing assistance or requesting additional help, etc.
6. Directs traffic at accident scenes and on special details (e.g., sobriety checkpoints, etc.) in order to assist officers with field operations.
7. Maintains assigned DPS vehicle to ensure safety and reliability by utilizing Fleet services and automotive shop vendors as needed.
8. Transports motorists with disabled vehicles to obtain fuel, parts, etc.
9. Requests tow truck service for motorists with disabled vehicles.
10. Removes hazardous debris from highway.
11. Transports mail, supplies, records, reports, and other articles to various locations (e.g., DPS facilities, courts, etc.) in order to ensure safe and prompt delivery of required items.
12. Records detailed information (e.g., Vehicle Action Removal Report, tow truck requests, vehicle work orders, supply requisitions, property control forms, supplemental offense reports, etc.) in order to provide a written account of activities associated with position, or to obtain goods and services.
13. Communicates with motorists in order to provide directions and answer questions.
14. Transports Department vehicles to Fleet or authorized vendors for maintenance or repairs.
15. Tags and tows vehicles abandoned on highway to remove possible hazards and prevent theft.
16. Administers emergency first aid to motorists in accordance with standard first aid procedures.
17. Trains civilian reserves in Department policies and procedures pertaining to the field work done by Roadside Motorist Assistants.
18. Transports property and evidence to appropriate central facility for safekeeping.
19. Orders supplies for area office in order to have needed materials on hand for routine office operations.
20. Testifies in court regarding situations encountered on the highway in accordance with court procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. principles and practices of supervision, training, and performance evaluation.
2. principles of accident investigation and interrogation techniques.
3. hazardous materials, conditions and devices.
4. report writing techniques in order to prepare accurate and detailed reports.
5. first aid principles and practices.

SKILL IN:
1. diagnosing minor automotive problems to assist motorists with disabled vehicles.

ABILITY TO:
1. operate a two-way radio to communicate with dispatchers during routine and emergency situations.
2. operate a variety of vehicles, such as a van, automobile, tow truck, car hauler, etc., to transport vehicles, patrol highways, or respond to emergencies.
3. effectively communicate both orally and in writing.
4. analyze situations under stressful and hazardous conditions and adopt effective courses of action.
5. establish and maintain effective working relationships with those contacted in the course of assignment.
6. exercise independent initiative and judgement.
7. calculate simple mathematical calculations using a calculator.
8. read, comprehend and/or interpret written materials.
9. review, proofread, edit and verify written materials for accuracy in content of information, grammar, calculation and adherence to policies and procedures.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
May be exposed to outdoor weather conditions, fumes or dust, toxic or caustic chemicals or bodily fluids.

ADDITIONAL REQUIREMENTS:
Must have and maintain a valid Arizona driver license.

MINIMUM QUALIFICATIONS:
Requires four (4) years as a Roadside Motorist Assistant with the Arizona Department of Public Safety with an overall performance rating of at least “standard” in the last 12 months; OR automotive service, repair and maintenance experience to total five (5) years. Progression to the next pay level/step requires an overall performance rating of at least “Standard” in the last 12 months.

All levels must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: February 3, 2001
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

ROTARY WING PILOT I – Class Code 1238

SUMMARY STATEMENT:

Operates helicopter in emergency medical evacuations, search and rescue, and law enforcement operations for Department of Public Safety and other law enforcement agencies, as required. Performs related duties as assigned. This is a competitive classification which may be held in either sworn or civilian status.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. As pilot in command, operates rotary wing aircraft in support of public safety missions, including surveillance, patrol, pursuit, search and rescue, medical evacuations, aerial photography, and transport of personnel. Performs specialized maneuvers, such as rappelling, one-skid landing, external load/short haul operations, night and mountain flying.
2. Evaluates requests for air support.
3. Schedules flight plans in connection with flight missions.
4. Inspects, tests and maintains aircraft and all mission-related equipment.
5. Cleans aircraft, unit quarters and hangar.
6. Performs pre- and post-flight inspections.
7. Plans flights, loads passengers, baggage and cargo, and analyzes weather conditions.
8. Maintains logs and records, as required, and prepares written reports.
9. Operates aircraft tug, tractor and/or ground handling equipment.
10. Coordinates pilot training programs and maintains training records.
11. Assists medical personnel at scene, as required.
12. May exercise full peace officer authority, if AZPOST certification is obtained**.**
13. May provide security for passengers.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. weather systems regarding aircraft operations.
2. aircraft systems and operations, aerial navigation and maintenance regarding normal operating procedures, limitations, emergency procedures.
3. Federal Aviation Administration Regulations, Arizona Revised Statutes, Departmental General Orders, Aviation Bureau Standard Operating Procedures and Aviation Unit Special Procedures.
4. aircraft ground handling procedures.
5. geography, topography, and climate regarding the State of Arizona.
6. maintenance test flight procedures.
7. aerodynamics and the fundamentals of flight regarding aircraft.
8. Federal Communications Commission Regulations.
9. aviation fuel quality assurance testing procedures.
10. rescue procedures.
11. aeromedical operations.
12. flight scheduling procedures.

13. crisis management techniques and procedures.
14. basic aircraft maintenance techniques and procedures.
15. coordinated search patterns.

SKILL IN:

1. oral communication.
2. written communications to complete required reports and records.
3. the operation of ground vehicles (e.g., motor vehicles, fuel trucks, fuel pumps, aircraft handcarts, etc.).
4. the use of aircraft flight logs.

ABILITY TO:

1. read and interpret aviation and weather maps.
2. perform operations under highly stressful or emergency conditions.
3. meet Federal Aviation Administration physical fitness requirements (e.g., First Class Medical Certificate).
4. work independently.
5. compute basic mathematical and statistical calculations.
6. read and interpret written material of moderate difficulty.
7. prioritize flight missions.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Must have the flexibility to work any hours including weekends, holidays, rotating shifts, call-outs and overtime. Must be willing to work in varying climates, temperatures and weather conditions.

MINIMUM QUALIFICATIONS:

Must be a U.S. citizen and a high school graduate or have a GED. Must be at least 21 years of age at the completion of ALEA training, if applying for sworn status. By the starting date, must be a resident of the State of Arizona. Must have a valid Arizona driver license by no later than effective starting date. Must have possession of a FAA Commercial Pilot Certificate with Rotorcraft-Helicopter Rating. Must hold at least a current FAA Second Class Medical Certificate and must be able to pass a FAA First Class medical examination without waiver. Must have a minimum of 2,000 hours flying time as pilot in command in helicopters, of which 1,000 hours must be in turbine engine helicopters. A minimum of 100 hours must have been within the 24 month period immediately prior to the application date.

Must successfully complete the examination process.
FLSA status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: December 13, 2005

Classification Established: October 27, 1995
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

ROTARY WING PILOT II – Class Code 1240

SUMMARY STATEMENT:

Operates helicopter in emergency medical evacuations, search and rescue, and law enforcement operations for Department of Public Safety and other law enforcement agencies, as required. Performs other duties as required. Classification may be held in either sworn or civilian status.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. As pilot in command, operates rotary wing aircraft in support of public safety missions, including surveillance, patrol, pursuit, search and rescue, medical evacuations, aerial photography, and transport of personnel. Performs specialized maneuvers, such as rappelling, one-skid landing, external load/short haul operations, night and mountain flying.
2. Evaluates requests for air support.
3. Schedules flight plans in connection with flight missions.
4. Inspects, tests and maintains aircraft and all mission-related equipment.
5. Cleans aircraft, unit quarters and hangar.
6. Performs pre- and post-flight inspections.
7. Plans flights, loads passengers, baggage and cargo, and analyzes weather conditions.
8. Maintains logs and records, as required, and prepares written reports.
9. Operates aircraft tug, tractor and/or ground handling equipment.
10. Coordinates pilot training programs and maintains training records.
11. Assists medical personnel at scene, as required.
12. May exercise full peace officer authority**,** if AZPOST certification is obtained.
13. May provide security for passengers.
14. Trains pilots on various safety and aviation procedures and issues.
15. Serves as acting supervisor in absence of the Senior Pilot.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. weather systems regarding aircraft operations.
2. aircraft systems and operations, aerial navigation and maintenance regarding normal operating procedures, limitations, emergency procedures.
3. Federal Aviation Administration Regulations, Arizona Revised Statutes, Departmental General Orders, Aviation Bureau Standard Operating Procedures and Aviation Unit Special Procedures.
4. aircraft ground handling procedures.
5. geography, topography, and climate regarding the State of Arizona.
6. maintenance test flight procedures.
7. Department radio procedures.
8. aerodynamics and the fundamentals of flight regarding aircraft.
9. Federal Communications Commission Regulations.

10. aviation fuel quality assurance testing procedures.
11. rescue procedures.
12. aeromedical operations.
13. flight scheduling procedures.
14. crisis management techniques and procedures.
15. basic aircraft maintenance techniques and procedures.
16. coordinated search patterns.
17. principles and practices of supervision.

SKILL IN:

1. the operation of special mission-related equipment.
2. oral communication.
3. written communications to complete required reports and records.
4. the operation of ground vehicles (i.e. motor vehicles, fuel trucks, fuel pumps, aircraft handcarts and Hurst tools).
5. the operation of rescue equipment
6. the proper use of weapons**,** if AZPOST certification is obtained.
7. the use of aircraft flight logs.

ABILITY TO:

1. read and interpret aviation and weather maps.
2. perform operations under highly stressful or emergency conditions.
3. meet Federal Aviation Administration physical fitness requirements (e.g., First Class
4. Medical Certificate).
5. work independently.
6. compute basic mathematical and statistical calculations.
7. read and interpret written material of moderate difficulty.
8. prioritize flight missions.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Must have the flexibility to work any hours including weekends, holidays, rotating shifts, call-outs and overtime. Must be willing to work in varying climates, temperatures and weather conditions.

MINIMUM QUALIFICATIONS:

Permanent status as Rotary Wing Pilot I with a total of three (3) years service as a Rotary Wing Pilot I with the Arizona Department of Public Safety with an overall performance rating of at least "standard" in the last 12 months. Must have a valid Arizona driver license.

Must successfully complete the examination process.
FLSA status – Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: December 13, 2005

Classification Established: October 27, 1995
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

SAFETY ADMINISTRATOR – Class Code 6820

SUMMARY STATEMENT:

Responsible for the development, coordination, and oversight of the Department's Risk Prevention programs. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Establishes, monitors and oversees the research, development and tracking of the annual and long-range goals of safety, health, environmental, loss prevention and workers' compensation programs.
2. Serves as liaison between the Department and various agencies and boards regarding employee welfare, environmental and public health and DPS loss prevention and liability.
3. Oversees and supervises the tasks and functions of the unit's administrative support.
4. Conducts statewide safety and health site inspections of work practices, equipment facilities and site conditions to ensure compliance with building and life safety codes and occupational safety laws.
5. Prepares and presents detailed reports and recommendations to management on unit activities, safety, loss, risk prevention and environmental issues impacting the Department's operations.
6. Oversees and monitors the research and development of the Department's occupational health medical services program for employees in the first responder or high-risk classifications.
7. Researches, writes and reviews infectious occupational disease information bulletins.
8. Develops and updates polices and procedures and unit-related reference manuals.
9. Monitors and oversees the development of the accident, injury and health claims process; investigates and resolves disputes and implements improvements.
10. Analyzes DPS loss statistics in order to detect and evaluate and respond to loss trends/patterns.
11. Oversees the implementation of required improvements and/or site clean-ups to improve health and safety conditions.
12. Provides safety training to employee groups; identifies liability and risk issues and develops training materials.
13. Represents the Department's interests as a participant at public/professional hearings/meetings.
14. Prepares, evaluates and submits budgetary and grant requests.
15. Reviews and evaluates proposed legislation and safety, health, environmental and loss prevention programs to evaluate the potential impact on the Department's operations.
16. Procures job-specific contract services, supplies, equipment, tools and materials. Reviews bids, selects vendors, evaluates services and products to ensure specification compliance. Manages and evaluates the performance of services provided by outside contractors.
17. Remains current on job-specific issues through meetings, classes, conferences, and publications.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the principles and practices of risk management, loss prevention, occupational safety, environmental health and workers' compensation.
2. research techniques and statistical computations.
3. OSHA regulations and laws pertaining to the workplace environment.
4. report-writing techniques required to produce analytical and technical reports in appropriate format.

SKILL IN:

1. the use of computer keyboard devices.
2. the use of computer software programs.

ABILITY TO:

1. compile, calculate, correlate, integrate, analyze and portray statistical data to prepare reports.
2. analyze information and draw valid conclusions.
3. interpret and act upon oral information, including some legal terminology.
4. effectively communicate both orally and in writing.
5. work independently with minimal supervision.
6. exercise diplomacy when dealing with people in sensitive situations.
7. apply active listening techniques in order to obtain complete and accurate information.
8. speak before groups to provide information.
9. exercise sound judgment in safeguarding confidential or sensitive information.
10. calculate solutions to mathematical problems involving addition, subtraction, multiplication and division
11. apply problem-solving and mediation techniques.
12. establish and maintain effective working relationships with those contacted in the course of assignment.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Office setting.
May be exposed to outdoor weather conditions, fumes or dust, toxic or caustic chemicals or bodily fluids.

ADDITIONAL REQUIREMENTS:

Must possess and maintain a valid Arizona driver license
Must acquire and retain the Loss Prevention Coordinator Certification through training provided by the Arizona Department of Administration Risk Management within 18 months of appointment into this classification.

MINIMUM QUALIFICATIONS:

Requires four (4) years of experience in developing and implementing safety and loss prevention programs, including safety inspections/investigations and statistical analysis; **OR** an Associate's degree from an accredited college or university with a major in Risk Management, Safety Management, or related field, and two (2) years of the required experience; **OR** any equivalent combination of education and experience.

Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: February 3, 2001
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

SAFETY ANALYST – Class Code 6821

SUMMARY STATEMENT:

Under general direction, performs advanced professional work in the development, coordination, and analysis of a Department wide occupational safety and health program. Work includes a variety of tasks associated with the inspection and assessment of safety and health conditions and incidents; compliance of OSHA, EPA, ADOSH and ADOA State Risk Management statutes, rules, regulations and directives. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Researches, develops, establishes, and administers employee safety, industrial hygiene, medical, environmental health, loss prevention and other related programs and procedures.
2. Prioritizes, schedules, and conducts statewide safety and health site inspections of work practices, equipment facilities and site conditions to ensure compliance with safety codes and occupational safety laws; reports unsafe conditions and practices and makes recommendations.
3. Maintains a variety of safety records to ensure compliance with governmental requirements; monitors required OSHA training to ensure compliance with regulations.
4. Conducts ergonomic reviews of workstations and tools to make recommendations for corrective action.
5. Composes, reviews, edits and/or revises written documents, summaries and reports.
6. Coordinates and monitors the research and development of the Department's occupational health medical services program for employees in the first responder or high-risk classifications.
7. Maintains applicable job knowledge and skills through meetings, classes, conferences and publications.
8. Represents the Department's interests by preparing responses and interacting with various governmental agencies on specific safety and health issues.
9. Analyzes Department safety statistics in order to evaluate, detect and respond to trends and patterns.
10. Develops and coordinates safety training; provides and presents occupational health, safety and environmental health, and loss prevention services, consultations and regulatory training and education to DPS personnel.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. applicable Federal, state, county and/or city statutes, rules, regulations, ordinances, codes, administrative orders, case law, State of Arizona and DPS policies and procedures and other operational guidelines and directives.

2. principles and practices of occupational safety, environmental health and workers' compensation.
3. basic principles of employee safety training and work behavior motivation.
4. OSHA regulations and laws pertaining to the workplace environment.
5. report writing to produce analytical and technical reports.
6. business English, grammar, spelling and punctuation.
7. the principles, practices, trends and developments in fire science, handling hazardous materials (hazmat), general construction industry and related areas.

SKILL IN:

1. preparing correspondence, reports and other presentations for internal and external audiences.
2. organizing and prioritizing multiple tasks and projects.
3. assessing, analyzing and presenting solutions to complex problems.
4. operating computer hardware, commonly used and/or specialized software, peripheral and keyboard devices.

ABILITY TO:

1. conduct safety inspections, investigate accidents and write reports on findings.
2. maintain confidentiality of sensitive information.
3. work within deadlines to complete projects and assignments.
4. work with minimal supervision and make independent decisions.
5. establish and maintain effective working relationships with those contacted in the course of assignments.
6. communicate effectively verbally and in writing.
7. prepare and present safety-related training programs.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Work is performed in an office and on-site inspection settings. May be exposed to dangerous machinery, extreme weather conditions, hazardous chemicals and infectious diseases. May be required to lift and/or carry heavy, bulky items, equipment, supplies and materials weighing up to 20 pounds. May be required to travel to perform certain work functions.

ADDITIONAL REQUIREMENTS:

Must have and maintain a valid State of Arizona driver license. Must acquire and retain the Loss Prevention Coordinator Certification through training provided by the Arizona Department of Administration Risk Management within 18 months of appointment into this classification.

MINIMUM QUALIFICATIONS:

Requires any combination of education and experience equivalent to a Bachelor's degree in Environmental Engineering, Risk Management, Fire Science, Safety or a closely related field from an accredited college or university **AND** three (3) years of relevant, progressively responsible safety, risk management, construction, industrial hygiene, hazmat, fire science, environmental and occupational safety and health, project management or closely related experience.

Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 23, 2006

Classification Established: January 23, 2006
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

SCIENTIFIC ANALYSIS SUPERINTENDENT – Class Code 5316

SUMMARY STATEMENT:

Plans, directs, and manages the Scientific Analysis Section of the Department of Public Safety, coordinates and approves laboratory methodologies and production, and maximizes fiscal, human, and material resources; acts as a liaison between the Department and the criminal justice community, the Legislature, and the public; performs related work as required. Supervision is received from an Assistant Director. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Confers with executive management, professional staff and officials in order to integrate the needs and requirements of the Department, legislative and judicial branches of government, and the general public.
2. Develops policies and procedures in order to maximize production, security, and safety, and to foster positive relations with other agencies and the public.
3. Prepares administrative and management reports, grant requests, forecasts, and other informational documents as required by the Department, the State of Arizona, and other organizations with a need to know.
4. Represents the Department on forensic science issues at the Legislature and other organizations and groups in order to provide information for the development of laws and the generation of operating funds.
5. Reviews procedures to assure compliance with national crime laboratory accreditation requirements.
6. Evaluates and coordinates annual budget proposals in order to request appropriate fiscal funding from various sources for the operations of the section.
7. Remains current on scientific advancements in the forensic field through technical publications, presentations, and training in order to evaluate, implement, and maintain appropriate section scientific methodologies.
8. Plans and approves a professional development program for section employees.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the principles and practices of leadership, and human resources, fiscal and operations management.
2. computerized case management and tracking systems
3. chemistry or a related science, forensic science techniques, and sophisticated scientific equipment.
4. state and federal legislative processes and regulatory issues relating to forensic science matters.
5. current laws, rules and procedures concerning a crime laboratory.

6. accreditation and certification requirements for crime laboratories and forensic science personnel.

SKILL IN:
1. oral and written communications on varying levels of technicality and audiences.
2. problem-solving to deal with complex and/or urgent issues.

ABILITY TO:
1. work effectively with people at all levels within and outside of the agency.
2. accurately analyze and interpret scientific data.

MINIMUM QUALIFICATIONS:
A Bachelor's degree from an accredited college or university with major course of study in chemistry or closely related physical or natural sciences with minimum thirty (30) semester hours in chemistry; and ten (10) years of increasingly responsible experience as a Criminalist in a forensic laboratory, four (4) years of which shall have been in a supervisory capacity. Additional criminalist experience, beyond the required ten (10) years, may substitute for semester hours of chemistry (one (1) year additional criminalist experience equals ten (10) semester hours).

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 1, 2000

Classification Established: June 2, 1995
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

SECURITY OFFICER – Class Code 6101

SUMMARY STATEMENT:

Under general supervision provides armed security for buildings and property. Controls access; monitors security devices and inspects facilities for security violations, hazards and other problems. Performs other duties as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Assesses security needs and controls employee and visitor access to buildings and property and ensures only authorized entry.
2. Receives visitors and employees in order to provide assistance.
3. Monitors and controls all alarm systems statewide.
4. Programs and maintains data in the building access control computer in order to authorize appropriate employee access level for entry into facilities.
5. Monitors and operates multiple CCTV monitors and cameras in order to conduct video surveillance and record activities at varied locations from a central station.
6. Documents information on unusual incidents; establishes, creates, updates, and maintains manual and automated filing systems and controls access to confidential information.
7. Operates two-way communications system in order to remain in constant radio contact with other security personnel.
8. Screens hand-delivered envelopes and packages in order to inspect for hazards.
9. Patrols buildings and grounds; responds to and reports unusual incidents or occurrences in order to minimize or deter the development of hazardous or dangerous situations.
10. Maintains proficiency in the use of assigned weapons and equipment.
11. Escorts employees and others to ensure their arrival at predetermined destinations.
12. Provides training to new security personnel.
13. Provides crowd and traffic control as needed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. basic security procedures.
2. alarm and fire suppression systems.

ABILITY TO:

1. work effectively under highly stressful conditions.
2. establish and maintain courteous and effective working relationships with others.
3. interpret and act upon moderately difficult written information.
4. communicate clearly and concisely both orally and in writing for the purpose of obtaining and disseminating information.
5. work independently with minimal supervision.
6. apply deadly force in accordance with Department policies/procedures.
7. exercise diplomacy when dealing with people in sensitive situations.

8. apply active listening techniques in order to obtain complete and accurate information.
9. function effectively as a member of a team.
10. analyze information and draw logical conclusions.
11. rapidly prioritize a variety of tasks and take appropriate action.
12. operate a personal computer and standard office equipment to perform simple clerical tasks.
13. operate a variety of communications equipment and security alarm systems.
14. apply first responder techniques in performing emergency first aid (e.g. triage, and CPR, etc.).
15. successfully complete firearms training to meet and maintain established firearms standards.
16. control uncooperative subjects.

ADDITIONAL REQUIREMENTS:
May be required to work irregular hours, holidays, weekends, call-out and overtime.
May be required to walk or stand for extended periods of time.

MINIMUM QUALIFICATIONS:
Requires one (1) year of experience as a security officer, military police officer or law enforcement officer involving public contact. Must have a valid Arizona driver's license.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 3, 1998

Classification Established: August 18, 1977
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

SECURITY SUPERVISOR – Class Code 6102

SUMMARY STATEMENT:

Under direction, performs work of considerable responsibility in planning and directing a 24-hour security operation and armed security staff. Trains subordinate personnel; conducts inspections, identifies potential security problem areas and provides technical advice; performs other duties as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Programs and maintains data in the building access control computer in order to authorize appropriate employee access level for entry into facilities.
2. Assesses security needs and controls employee and visitor access to buildings and property and ensures only authorized entry.
3. Receives visitors and employees in order to provide assistance.
4 Monitors and operates multiple CCTV monitors and cameras in order to conduct video surveillance and record activities at varied locations from a central station.
5. Assigns tasks and supervises the work activities of subordinates.
6. Patrols buildings and grounds; responds to and reports unusual incidents or occurrences in order to minimize or deter the development of hazardous or dangerous situations.
7. Monitors and controls all alarm systems statewide.
8. Documents information on unusual incidents; establishes, creates, updates and maintains manual and automated filing systems and controls access to confidential information.
9. Provides job training to new security personnel and evaluates staff training needs.
10. Evaluates and documents employees' performance and provides feedback.
11. Operates and maintains a two-way communications system in order to remain in constant radio contact with other security personnel.
12. Evaluates special security requirements of high risk areas and provides technical advice.
13. Patrols buildings and grounds; responds to and reports unusual incidents or occurrences in order to minimize or deter the development of hazardous or dangerous situations.
14. Maintains proficiency in the use of assigned weapons and equipment.
15. Interviews security officer applicants in order to select the best qualified candidate.
16. Prepares shift schedules and approves leave and overtime use, in order to ensure continuous coverage.
17. Screens hand-delivered envelopes and packages in order to inspect for hazards.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. security procedures.
2. alarm and fire suppression systems.

ABILITY TO:

1. work effectively under highly stressful conditions.

2. establish and maintain courteous and effective working relationships with others.
3. interpret and act upon moderately difficult written information.
4. communicate clearly and concisely both orally and in writing for the purpose of obtaining and disseminating information.
5. work independently with minimal supervision.
6. apply deadly force in accordance with Department policies/procedures.
7. exercise diplomacy when dealing with people in sensitive situations.
8. apply active listening techniques in order to obtain complete and accurate information.
9. function effectively as a member of a team.
10. apply the principles of supervision to direct the work activities of subordinates.
11. analyze information and draw logical conclusions.
12. rapidly prioritize a variety of tasks and take appropriate action.
13. operate a personal computer and standard office equipment to perform simple clerical tasks.
14. effectively operate a variety of communications equipment and security alarm systems.
15. apply first responder techniques in performing emergency first aid (e.g. triage, CPR, etc.).
16. successfully complete firearms training to meet and maintain established firearms standards.
17. control uncooperative subjects.

ADDITIONAL REQUIREMENTS:
May be required to work irregular hours, holidays, weekends, call-out and overtime.
May be required to walk or stand for extended periods of time.

MINIMUM QUALIFICATIONS:
Requires two (2) years of experience as DPS Security Officer; **OR** three (3) years of experience as a security officer, military police officer or law enforcement officer involving public contact. Must have a valid Arizona driver's license.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 3, 1998

Classification Established: May 19, 1982
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

SENIOR POLICE COMMUNICATIONS DISPATCHER – Class Code 6305

SUMMARY STATEMENT:

Under limited supervision, simultaneously operates a multi-channel radio console and a multi-line telephone, while maintaining computer-aided dispatch systems and other computer systems. Is responsible for receiving, coordinating and disseminating critical information from various sources and maintaining radio contact with mobile/field units to monitor response, progress and any needed support.

Provides classroom and on-the-job training to new Police Communications Dispatchers, and on-going training of existing Dispatchers. May serve as a training coordinator. Serves as acting shift supervisor in the absence of the Police Communications Supervisor. Performs other duties as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Answers, evaluates and prioritizes incoming telephone calls, communicating effectively with various callers to obtain complete information to determine urgency and need for dispatching police, fire, towing and/or medical response using a computer-aided dispatch (CAD) system, telephones, multi-channel radio, TDD (text telephone device for hearing/speech impaired), numerous computer databases and maps.
2. Simultaneously maintains close contact with field units, communicating with Department employees, other law enforcement and criminal justice agencies, emergency service providers and the general public to obtain and disseminate information.
3. Retrieves information from automated files to respond to queries from a variety of sources by typing correct password keys, information masks or special alpha number string formats on computer strings.
4. Inputs, updates, requests, transmits and queries information from a variety of sources to maintain current accurate records or to access information databases for information, wants and warrant checks, intelligence, and/or driver license and vehicle registration checks, by typing on a computer keyboard.
5. Reads/interprets maps for the public, field personnel and other law enforcement/criminal justice agencies in order to assist in locating certain geographical areas using an Arizona state map, U.S. atlas, city and county maps, and various computer mapping systems. Interprets telephone or radio call locations from maps by applying knowledge of state highway system and geography in order to provide appropriate and timely assistance.
6. Greets visitors in person, in order to provide assistance or refer to appropriate staff members/section. Provides educational or public relations tours and presentations of the dispatch center to members of the public, citizen's academies, legislative personnel, other agencies, etc.
7. Provides back-up coverage for the Department operator and monitors entrance ways to allow access to visitors.

8. Conducts classroom and on-the-job training for new dispatchers and conducts advanced in-service training for existing dispatchers annually. Documents training performance, makes training recommendations and provides performance evaluations on trainees.
9. Counsels and provides job performance feedback to students through positive interaction to ensure compliance with section policies using both oral and written communications.
10. Reviews, updates and creates lesson plans while making recommendations for updates on training materials and section policies. Develops, writes and updates a variety of written materials using miscellaneous manuals, texts, computers, etc.
11. Assists supervisors in administering performance tests.
12. Serves in the absence of the supervisor to ensure the efficient operation of work unit.
13. Reviews shift activities at end of the shift with the relieving dispatcher to ensure accurate exchange of information has occurred. Prepares radio console work assignments as requested by a supervisor using a shift schedule and determining the section's coverage needs. Makes notifications as needed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. business English, spelling, grammar, and punctuation required to produce analytical and technical reports in appropriate format.
2. records management systems (both automated and paper files) to ensure accurate maintenance of files and ease of retrieval.
3. employee training methods and adult learning theories.
4. Incident Command System and Emergency Response Plans.

SKILL IN:

1. communicating clearly, concisely and effectively, both orally and in writing.
2. the operation of a multi-channel radio with multiple frequencies, distinguishing a variety of radio voice transmissions.
3. the use of computer/keyboard devices to retrieve and/or enter information.
4. effective decision making/problem solving based on a limited amount of information in crisis or emergency situations.
5. the use of modern office equipment (e.g. various keyboards, multi-line telephone system, photo copiers, radio devices, FAX machines, shredders, etc).
6. recognizing and monitoring communications equipment problems, and notifying appropriate personnel for repair.
7. applying organizational knowledge to assignments.
8. evaluating the performance of students.
9. the use of law enforcement terminology in order to interpret, disseminate and prepare written documents.
10. maintaining logs and records accurately, recording events in a chronological order.
11. the operation of training equipment (e.g. VCR, projectors, cassette recorders, flip charts, etc).
12. instructing, training and counseling dispatcher trainees on job related skills and responsibilities.

ABILITY TO:

1. type at 40 net words per minute.
2. operate computer-aided dispatch (CAD) equipment.
3. establish, develop, and maintain courteous and effective working relationships.
4. accept and apply constructive criticism and critiques.
5. maintain emotional control and work effectively during emergencies, crisis situations or extremely stressful conditions.
6. consistently speak in a clear, well-modulated voice.
7. memorize, retain, and accurately recall information and codes.
8. multi-task, organize, prioritize and adapt to constantly changing situations, and effectively take appropriate action.
9. read, understand and interpret moderately difficult to complex written information (e.g. policies, procedures, rules, regulations, statutes, etc.).
10. understand verbal instructions in use of specialized equipment.
11. work independently with minimal supervision, exercising good judgment in the safeguarding of confidential or sensitive information.
12. perform detailed work with a high degree of accuracy, at times during stressful situations.
13. accurately understand various transmissions, (e.g. telephone, radio, etc) and transcribe information (e.g. numbers, letters, names and facts) from one source to another in a timely manner.
14. effectively interpret a variety of maps and dispatch information to field personnel.
15. accurately interpret and follow Department rules and guidelines, (e.g. General Orders, Director's Management Regulations, Law Enforcement Merit System Council Rules, section policies/procedures).
16. work within deadlines in order to complete assignments.
17. calculate mathematical problems involving addition, subtraction, multiplication and division of simple to moderate difficulty.
18. interact with visitors in person in a courteous, professional and effective manner.
19. develop, lead, and participate in team and work groups.
20. identify, research and reconcile trainee inaccuracies.
21. develop short- and long-range plans for training and other assigned projects.
22. plan, organize, coordinate and implement training programs for dispatcher trainees, dispatchers and officers.
23. speak clearly and concisely before groups of varying sizes to provide training.
24. receive comments and complaints related to the Communications Center, and direct them to appropriate personnel.
25. serve in the absence of a Police Communications Supervisor.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

24 hour/7 day emergency dispatcher center operation setting.
Work is performed in a confined area with limited mobility.
May be required to sit for extended periods of time with limited or no breaks.

ADDITIONAL REQUIREMENTS:

Must obtain ACJIS Terminal Operator Certification within six months of hire and maintain certification throughout the course of this assignment with the Department.

Holidays, weekends, irregular hours and shift work may be required with possible extension of shift hours, at times with short notice.
Limited travel is necessary.

MINIMUM QUALIFICATIONS:
Requires three (3) years of police dispatching experience, including two (2) years experience in a computer-aided dispatch environment and one year as a Police Communications Dispatcher with the Arizona Department of Public Safety.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt.

APPROVED: _____ DATE: _____

EFFECTIVE DATE: August 21, 2006

Classification Established: April 5, 1997
Revision Date(s): August 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

SERGEANT I – Class Code 1241

SUMMARY STATEMENT:

Supervises police officers and/or civilian employees engaged in the performance or support of highway patrol, criminal investigations, or other related police operations. May be assigned to an administrative staff position without supervisory responsibilities. Performs related duties as assigned.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Plans, schedules, coordinates and supervises the work of sworn officers and civilian personnel.
2. Reviews the work of assigned personnel to ensure compliance with Department policies and procedures. Accompanies officers during the performance of their duties to observe and evaluate performance. Reviews logs and reports of assigned personnel for accuracy, completeness, and conformance to established standards.
3. Evaluates employee performance and identifies deficiencies and/or training needs. Provides or arranges for necessary instruction. Initiates discipline when appropriate. Prepares performance appraisals and supporting documentation.
4. Assists in the development, implementation, and attainment of Department goals and objectives in assigned area.
5. Evaluates activities of assigned area and recommends improvements and modifications.
6. Responds to accident or crime scenes and takes command when appropriate.
7. Testifies in court in connection with arrests and investigations.
8. Directs investigations into citizen or internal complaints against employees of the Department.
9. Prepares a variety of reports (statistical, activity, administrative, etc.) as required.
10. Works with other law enforcement agencies in planning and coordinating task force operations or other multi-agency special events and activities.
11. Participates in community activities and makes verbal presentations to diverse audiences.
12. Serves as acting commander when required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. police methods and procedures.
2. principles and practices of supervision, training, and performance evaluation.
3. federal, state, and local laws governing traffic and crime, search and seizure activities, the rules of evidence and applicable court decisions.
4. Department mission statement, goals and objectives, organizational structure, functions and resources.
5. Department policies and procedures.
6. Department computerized and manual records and tracking systems.
7. principles of accident investigation and interrogation techniques.
8. hazardous materials, conditions and devices.

SKILL IN:
1. the use and care of firearms and related police equipment.
2. the operation of a police vehicle in ordinary and adverse situations.

ABILITY TO:
1. communicate clearly both orally and in writing.
2. analyze situations under stressful conditions and adopt effective courses of action.
3. interpret and apply written information (laws, regulations, legal opinions, crime and intelligence data, etc.).
4. establish and maintain effective working relationships with those contacted in the course of assignment.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
May be required to respond to crime scenes or critical incidents.
May be exposed to outdoor weather conditions, fumes or dust, toxic or caustic chemicals or bodily fluids.

ADDITIONAL REQUIREMENTS:
Must possess and maintain AZ POST certification as a sworn peace officer.
Must have a valid Arizona driver's license.

MINIMUM QUALIFICATIONS:
Requires four years of experience and permanent status with the Arizona Department of Public Safety as a sworn peace officer in the classification of Officer or Pilot. Must have an overall performance evaluation rating of at least "standard" for the last 12 months.

Must successfully complete the examination process.
FLSA status – Non-exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 1, 2000

Classification Established: October 27, 1995
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

SERGEANT II – Class Code 1242

SUMMARY STATEMENT:

Supervises police officers and/or civilian employees engaged in the performance or support of highway patrol, criminal investigations, or other related police operations. May be assigned to an administrative staff position without supervisory responsibilities. Performs related duties as assigned.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Plans, schedules, coordinates and supervises the work of sworn officers and civilian personnel.
2. Reviews the work of assigned personnel to ensure compliance with Department policies and procedures. Accompanies officers during the performance of their duties to observe and evaluate performance. Reviews logs and reports of assigned personnel for accuracy, completeness, and conformance to established standards.
3. Evaluates employee performance and identifies deficiencies and/or training needs. Provides or arranges for necessary instruction. Initiates discipline when appropriate. Prepares performance appraisals and supporting documentation.
4. Assists in the development, implementation, and attainment of Department goals and objectives in assigned area.
5. Evaluates activities of assigned area and recommends improvements and modifications.
6. Responds to accident or crime scenes and takes command when appropriate.
7. Testifies in court in connection with arrests and investigations.
8. Directs investigations into citizen or internal complaints against employees of the Department.
9. Prepares a variety of reports (statistical, activity, administrative, etc.) as required.
10. Works with other law enforcement agencies in planning and coordinating task force operations or other multi-agency special events and activities.
11. Participates in community activities and makes verbal presentations to diverse audiences.
12. Serves as acting commander when required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. police methods and procedures.
2. principles and practices of supervision, training, and performance evaluation.
3. federal, state, and local laws governing traffic and crime, search and seizure activities, the rules of evidence and applicable court decisions.
4. Department mission statement, goals and objectives, organizational structure, functions and resources.
5. Department policies and procedures.
6. Department computerized and manual records and tracking systems.
7. principles of accident investigation and interrogation techniques.
8. hazardous materials, conditions and devices.

SKILL IN:
1. the use and care of firearms and related police equipment.
2. the operation of a police vehicle in ordinary and adverse situations.

ABILITY TO:
1. communicate clearly both orally and in writing.
2. analyze situations under stressful conditions and adopt effective courses of action.
3. interpret and apply written information (laws, regulations, legal opinions, crime and intelligence data, etc.).
4. establish and maintain effective working relationships with those contacted in the course of assignment.

ADDITIONAL REQUIREMENTS:
Must possess and maintain AZ POST certification as a sworn peace officer.
Must have a valid Arizona driver's license.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
May be required to respond to crime scenes or critical incidents.
May be exposed to outdoor weather conditions, fumes or dust, toxic or caustic chemicals or bodily fluids.

MINIMUM QUALIFICATIONS:
Requires three years of experience with the Arizona Department of Public Safety as a Sergeant I.
Must have an overall performance evaluation rating of at least "standard" for the last 12 months.

Must successfully complete the examination process.
FLSA status – Non-exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 1, 2000

Classification Established: October 27, 1995
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

STAFF ATTORNEY – Class Code 9716

SUMMARY STATEMENT:

Serves the Department as an advisor on legal matters; assists the Department in research and analysis of legal problems and questions, ensures compliance with EEO/AA. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Reviews and analyzes information (e.g., Departmental reports, EEO-related legislation, warrants, financial documents, case information, contracts, agreements, forms, etc.) to determine legality, liability, and advisability of action by the Department.
2. Confers with DPS employees and individuals outside the Department in response to requests for legal advice and
3. Researches statutory and case law to answer legal questions, assist officers, and prepare pleadings in cases.
4. Reviews legal publications to expand knowledge of law.
5. Reviews legislation, legal opinions, cases, etc. in order to analyze impact on the Department.
6. Writes communiqués (e.g., annual Arizona Legislative Review, law bulletins, Legal Reference Guide manuals) to educate Department employees on new laws or case law changes.
7. Reviews processes and actions by the Department to determine legality and liability.
8. Reviews all claims and lawsuits filed against the Department and its employees to determine liability exposure.
9. Drafts legal documents, legislation, forms, motions and other civil pleadings, and responses, in order to represent the interests of the Department.
10. Submits various special or periodic reports to the supervisor and/or Department executive staff to present updated information on the activities or status of the Department, section, or unit.
11. Deposes/interviews officers, claimants, witnesses, etc. to obtain information.
12. Conducts/attends meetings with Department personnel in order to provide legal analysis.
13. Plans and conducts seminars to train officers, attorneys, and other personnel in various legal issues and procedures. Prepares materials for training classes (e.g., written materials, videotapes, visual aids, etc.).
14. Reviews information to remain current on the activities of the Department/section/unit.
15. Attends seminars, training sessions, and professional association meetings to obtain information, improve skills, maintain professional proficiency, and meet Bar requirements.
16. Accepts service of lawsuits and claims on behalf of the Department, in accordance with applicable laws.
17. Maintains legal subject matter files and other files to assist in efficient and accurate legal research.
18. Prepares/reviews/interprets Department General Orders and policies and procedures in order to establish and maintain uniformity and consistency.
19. Coordinates the Department's equal employment opportunity and affirmative action plans in all areas of employment, including selection, promotion, assignment, transfer, training and compensation of employees.

20. Reviews investigations, recommends solutions and prepares detailed responses regarding discrimination complaints from Department employees and other agencies statewide.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. basic legal concepts, terminology, principles and procedures to perform routine tasks (e.g., answering simple legal questions, preparing uncomplicated legal forms and documents, etc.).
2. the functions and jurisdictions of local, state and federal courts to process cases.
3. state and federal criminal and civil laws to perform legal analyses and develop reliable interpretations and legal opinions.
4. law enforcement operations to provide legal guidance in the actions and processes of the Department.
5. personnel and employment practices.

SKILL IN:
1. performing research to locate applicable legal data from a variety of sources (e.g., law books, records,
   rules and regulations, legal documents, legislation, etc.).
2. communicating, verbally and in writing, information related to legal matters in both technical and lay terms to individuals and/or groups.
3. written communications to prepare legal documents, correspondence and training materials.
4. organization to prepare legal cases and files efficiently.
5. extemporaneous speaking to discuss job-related topics on short notice.
6. negotiation to develop agreements or contracts acceptable to Department.

ABILITY TO:
1. read and understand complex legal data (e.g., statutes, case law, contracts, etc.) to extract information
   and draw valid conclusions.
2. analyze complex legal information and apply to appropriate cases, projects, and situations.
3. prepare detailed, legally valid written documents, such as contracts, legislation, legal arguments, etc.
4. apply legal principles fairly and objectively in highly emotional situations.
5. respond as needed (both during and after regular business hours) to off-site locations to provide legal
   assistance and direction for law enforcement actions.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

ADDITIONAL REQUIREMENTS:
May be required to travel to perform certain work functions.

MINIMUM QUALIFICATIONS:
Must have a license to practice law in the State of Arizona. Requires two (2) years experience practicing law.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: February 3, 2001
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

STATE SERVICE INTERN – Class Code 8000

SUMMARY STATEMENT:

Under direct supervision, performs work in a structured learning program to gain practical work experience in one of the administrative or professional fields in state government. May rotate from assignment to assignment within the agency to learn and contribute to administrative or professional processes. Performs related duties as assigned. This classification exists for individuals pursuing a career in a field closely related to the area of assignment. It is designed by the Department to provide an educational benefit to the incumbent and designated solely for educational credit (no other compensation is included). This classification is for temporary assignments as no permanent positions are allocated to this classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Assists Department employees in performing a variety of assignments of a support, administrative or technical nature based on the needs of an assigned area.
2. Performs research and prepares reports on assigned topics.
3. Participates in program planning, development, implementation and evaluation.
4. Performs special projects or assignments as directed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. business English, spelling, grammar and punctuation required to produce and proofread simple written documents.

SKILL IN:
1. the use of a computer keyboard device.

ABILITY TO:
1. work independently.
2. establish and maintain effective working relationships with those contacted in the course of assignment.
3. communicate orally and in writing to present information in a logical and understandable format.
4. understand written and verbal instruction to complete assigned tasks accurately.
5. exercise good judgment in safeguarding confidential or sensitive information.
6. read, comprehend, and interpret written materials of simple to moderate complexity.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

MINIMUM QUALIFICATIONS:
Requires a high school diploma or equivalent and current enrollment, with a minimum of part-time status (the equivalent of six credit hours or more), at a post-secondary institution. Must be pursuing a career in a field closely related to area of assignment.

APPROVED: _____ DATE: _____

EFFECTIVE DATE: August 21, 2006

Classification Established: October 16, 1998
Revision Date(s): August 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

STATE SERVICE TRAINEE – Class Code 8001

SUMMARY STATEMENT:

Under direct supervision, performs work in a structured or unstructured program to gain practical work experience in one of the administrative or professional fields in state government. May rotate from assignment to assignment within the agency to learn and contribute to administrative or professional processes. Performs related duties as assigned. This classification is for temporary assignments. No permanent positions are allocated to this classification. Incumbents may stay in this classification up to three (3) years from the start of the initial assignment.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Assists Department employees in performing a variety of assignments of a support, administrative or technical nature based on the needs of an assigned area.
2. Performs research and prepares reports on assigned topics.
3. Participates in program planning, development, implementation and evaluation.
4. Performs special projects or assignments as directed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. business English, spelling, grammar and punctuation required to produce and proofread simple written documents.

SKILL IN:
1. the use of a computer keyboard device.

ABILITY TO:
1. work independently.
2. establish and maintain effective working relationships with those contacted in the course of assignment.
3. communicate orally and in writing to present information in a logical and understandable format.
4. understand written and verbal instruction to complete assigned tasks accurately.
5. exercise good judgment in safeguarding confidential or sensitive information.
6. read, comprehend, and interpret written materials of simple to moderate complexity.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

MINIMUM QUALIFICATIONS:
Requires a high school diploma or equivalent.

APPROVED: _____ DATE: _____

EFFECTIVE DATE: August 21, 2006

Classification Established: August 21, 2006
Revision Date(s):

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

SUPERVISING CRIMINALIST – Class Code 5321

SUMMARY STATEMENT:

Plans, schedules, supervises, and evaluates work and activities of a crime laboratory unit; assigns cases and performs scientific analyses; prepares technical and management reports; provides expert testimony in court; provides technical advice and guidance to unit personnel and to members of the criminal justice system; approves scientific methodology and purchase of sophisticated scientific instrumentation; acts as a liaison between unit and other agencies; and performs related work as required. Supervision is received from the Regional Crime Lab Manager or the Scientific Analysis Superintendent. Supervision may be given to Laboratory Technicians, Laboratory Electronic Technicians, Latent Print Examiners, Associate Criminalists, and Criminalists I through IV. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Plans, organizes, prioritizes, and schedules the workload of a crime laboratory unit in order to maximize productivity.
2. Evaluates and implements the appropriate scientific methodology to be used by the unit in order to perform analyses with efficiency and reliability.
3. Supervises the preparation of unit reports in conformance with scientific principles, laboratory accreditation requirements, legal constraints, etc.
4. Accompanies criminalists to court to review and critique the presentation of expert testimony and contacts county attorneys and investigating officers regarding expert testimony and scientific examination results for the unit.
5. Inspects facilities, technical equipment, scientific instrumentation, and personnel to ensure compliance with laboratory accreditation requirements, OSHA, and other safety regulations and procedures.
6. Evaluates the work performance of assigned subordinates to ensure compliance with quality assurance procedures and to provide feedback and guidance on employee performance.
7. Designs, supervises, and conducts new employee training programs and continuing education programs to enhance the skills of unit personnel.
8. Prepares budget requests and monitors budgets to ensure that the work unit operates within its resources.
9. Provides long-range planning for a crime laboratory work unit.
10. Researches and prepares responses to defense expert challenges to crime laboratory procedures.
11. Assists in the design and maintenance of a computerized crime laboratory case tracking and management information system in order to provide criminalists with pertinent forensic-related data.
12. Examines, identifies and evaluates suspected evidence which may include blood, semen, hair, fibers, paint chips, glass fragments, questioned documents, fire accelerants, soils, firearms, latent prints, drugs, poisons, alcoholic beverages, etc. Utilizes physical, chemical, microscopic, photographic, comparative, classification, computer, molecular biology,

chromatographic and visualization techniques and instrumentation which may include gas chromatography, ultraviolet spectrophotometry, infrared spectrophotometry, electrophoresis, gas chromatography-mass spectrometry, scanning electron microscopy-energy dispersive x-ray, variable wavelength forensic light sources, spectrofluorimetry, and immunoassay.

13. Initiates and develops new standards files and other reference material for the purpose of comparing, identifying, and evaluating physical evidence.
14. Prepares highly detailed, technical written reports to document scientific analyses and results.
15. Prepares written reports to communicate unit events and other information to management.
16. Communicates with officers and attorneys, attends pre-trial conferences, prepares exhibits for courtroom use, and provides expert testimony in courts throughout Arizona in order to present forensic evidence.
17. Remains current on scientific advancements in the forensic field through technical publications, presentations, and training in order to apply appropriate methodologies.
18. Responds to crime scenes in order to gather, preserve, and move items of evidence to crime laboratory for further analysis.
19. Researches and evaluates new methods of analysis to update scientific methodology.
20. Provides technical advice and guidance to unit criminalists to assist with difficult analyses.
21. Instructs law enforcement personnel in training schools throughout Arizona in the proper laboratory procedures of identifying, handling, and examining physical evidence.
22. Prepares bid specifications and evaluates new equipment, instruments, and other laboratory tools as well as vendors, to provide recommendations on purchases.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. current laws, rules, and procedures concerning the activities of a crime laboratory.
2. principles and analytical procedures of chemistry, biology (including molecular biology), toxicology, criminalistics, fingerprints, questioned documents, or related sciences.
3. the principles and practices of supervision.
4. coaching and training techniques to provide technical advice and/or training to law enforcement and court officials or employees.
5. time management techniques.
6. scientific research and methodology.

SKILL IN:

1. oral and written communications.
2. operating laboratory instruments, equipment and computer systems related to areas of responsibility.

ABILITY TO:

1. accurately analyze and interpret scientific data.
2. define problems, establish facts, and draw valid scientific conclusions.
3. develop, evaluate, and revise long-range plans.
4. provide expert testimony and undergo intense examination in court.
5. recognize minute differences in shape and form.

6. remain calm under stress.
7. work effectively with people at all levels of an organization, other law enforcement agencies, and the public.
8. perform detailed work with a high degree of accuracy.

WORKING CONDITIONS:
May be exposed to fumes or dust, bodily fluids, toxic or caustic chemicals or materials that transmit infectious disease (e.g., AIDS, Hepatitis B), are corrosive, carcinogenic, or explosive. May be required to move items up to twenty (20) pounds.

ADDITIONAL REQUIREMENTS:
Must be able to respond to crime scenes and court appearances as needed.

MINIMUM QUALIFICATIONS:
A Bachelor's degree from an accredited college or university with major course of study in chemistry or closely related physical or natural science with minimum of thirty (30) semester hours in chemistry, and seven (7) years of experience as a criminalist in a recognized crime laboratory. Additional criminalist experience, beyond the required seven years, may substitute for semester hours of chemistry (one (1) year additional criminalist experience equals ten (10) semester hours).

Must successfully complete the examination process.
FLSA Status – non-exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: April 1, 2000

Classification Established: January 22, 1999
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

SUPPLY SPECIALIST – Class Code 3110

SUMMARY STATEMENT:

Under general supervision, is responsible for ordering, storing, receiving and issuing supplies and equipment from the DPS Supply Section. Performs other duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Researches contract and/or product/vendor information, purchase order status, requisitions, payment information, etc. in order to provide information, make informed decisions and resolve problems.
2. Receives, unpacks, and stores parts and supplies. Verifies shipments using purchase orders, invoices, and credit memos; reconciles discrepancies.
3. Purchases equipment, parts, and supplies as necessary for agency operations.
4. Organizes and arranges warehouse stock to ensure accessibility and orderliness.
5. Packages parts and supplies and delivers or ships to destinations throughout the agency.
6. Handles and stores hazardous materials in compliance with established policies/procedures, OSHA, and state and federal environmental laws.
7. Creates and generates stock-identifying bar codes and date labels to facilitate the tracking of incoming and outgoing warehouse inventory.
8. Remains current on job-specific procedures using catalogs, Internet, vendor contacts, etc.
9. Monitors and maintains a variety of manual and electronic records. Enters and tracks data into computerized systems.
10. Identifies obsolete property, deletes from inventory, and prepares for transfer to State surplus.
11. Monitors section vehicles to ensure preventative maintenance and/or repairs are performed as necessary.
12. Assists employees and visitors by phone and in person in order to provide services or information.
13. Maintains a clean and orderly work area.
14. Conducts annual consumable inventory of all stock in DPS warehouse(s).
15. Types requisitions and Requests for Quotes (RFQ) in order to obtain pricing information.
16. Serves as backup to print shop personnel during absences or during peak workloads.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. general warehousing procedures.
2. inventory procedures.
3. the principles and practices of records management systems.
4. OSHA regulations and laws pertaining to the workplace environment.
5. the basic principles of the proper use, storage and handling of hazardous materials.

SKILL IN:

1. the use of keyboard devices to input and retrieve information.

ABILITY TO:

1. interpret written and oral instructions.
2. read and interpret written information.
3. perform mathematical calculations involving addition, subtraction, multiplication, and division.
4. perform detailed work with a high degree of accuracy.
5. communicate effectively with others
6. adapt to changes in schedules and job priorities.
7. maintain effective working relationships with employees and the public.
8. work independently with minimal supervision.
9. analyze problems and develop viable solutions.
10. research and reconcile inaccuracies and make appropriate corrections.
11. operate standard office equipment, (e.g. typewriter, personal computer, calculator, transcriber, FAX, photocopier, multi-line telephone, microfiche, shredder, etc.).
12. proofread written alpha and numeric information for accuracy and compliancy
13. memorize and recall detailed information and/or numeric combinations
14. perform job duties effectively in stressful or emergency situations.

ADDITIONAL REQUIREMENTS:

May be required to travel throughout the state and work and drive in inclement weather.
May be required to walk or stand for extended periods of time.
Must be able to bend, stretch, stoop, reach, climb and lift and move heavy objects, weighing up to 75 pounds, in compliance with OSHA regulations.

MINIMUM QUALIFICATIONS:

Requires two (2) years of warehousing or storekeeping experience, including the maintenance of computerized and/or manual records. Must have a valid Arizona driver's license.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 3, 1998

Classification Established: January 3, 1998
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

SUPPORT SERVICES ASSISTANT – Class Code 4707

SUMMARY STATEMENT:

Responsible for a variety of general office duties to include responding to routine inquiries over the telephone and in person, word processing, data entry and retrieval, maintaining accurate and detailed records and verifying accuracy of information. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Answers incoming telephone calls in order to provide assistance or refer call to appropriate staff member using a multi-line telephone system.
2. Communicates orally with Department employees and other state and law enforcement personnel, vendors and the general public both in person and by telephone tin order to obtain and disseminate information and resolve discrepancies.
3. Enters a variety of information (e.g., time and activity, evaluations, call signs, etc.) into a computerized tracking system in order to originate, update, reconcile, transfer and track data.
4. Greets visitors (e.g., Department personnel, other state or law enforcement agency personnel and the general public) in person in order to provide assistance or refer to appropriate staff member.
5. Establishes, updates and maintains manual and automated filing systems for confidential and administrative records in order to update and track information.
6. Researches equipment or payment information in order to complete forms, reconcile errors and ensure accuracy of document information.
7. Prepares typed copy (e.g., correspondence, minutes, memoranda, briefs, agendas, contracts and reports) from written, oral or recorded information in order to produce error free documents.
8. Maintains and stocks office supplies for assigned work unit to ensure availability of supplies.
9. Queries Electronic Mail System (EMS) in order to obtain information for section personnel.
10. Prepares various forms (e.g., Personnel/Position Action Requests (PARS) and purchase requisitions) within assigned work unit.
11. Reviews and analyzes files, documents, computer printouts and other printed material in order to ensure the completeness and accuracy of documents.
12. Enters and retrieves information from manual and automated files, documents and other written materials in order to resolve discrepancies, answer questions and track payments, expenditures or inventory.
13. Manages assigned unit's mail: prepares outgoing interdepartmental and U.S. mail for pickup and sorts incoming correspondence in order to forward to appropriate staff member.
14. Remains current on modern office and job-specific procedures through job-related training courses in order to apply appropriate methodologies.
15. Proofreads a variety of written information (e.g., correspondence, agendas, contracts, electronic mail, etc.) to ensure accuracy of information, consistency with administrative

policy, format, working and grammatical correctness using a dictionary in accordance with DPS General Orders and Department policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. business English, spelling, grammar and punctuation required to produce and proofread simple written documents.
2. modern office practices and procedures required to perform office functions in an efficient manner.
3. records management systems (both automated and paper files) to ensure accurate maintenance of files and ease of retrieval.

SKILL IN:

1. the use of computer software programs.
2. the use of computer keyboard devices.

ABILITY TO:

1. effectively communicate both orally and in writing at all levels.
2. operate a multi-line phone system in order to answer and route multiple incoming calls in a professional, efficient manner.
3. greet visitors in a courteous, professional and efficient manner.
4. understand written and verbal instruction to complete assigned tasks accurately.
5. exercise good judgment in safeguarding confidential or sensitive information.
6. research and reconcile inaccuracies and errors in documents, computer printouts and other written materials.
7. establish and maintain complex records and filing systems for the purpose of maintaining and easily retrieving accurate information.
8. establish and maintain effective working relationships with those contacted in the course of assignment.
9. organize, prioritize and perform multiple tasks to complete job functions in an orderly, efficient manner.
10. read, comprehend, and interpret written materials of simple to moderate complexity.
11. calculate mathematical problems involving addition, subtraction, multiplication and division of simple to moderate difficulty.
12. perform detailed work with a high degree of accuracy.
13. work within stringent deadlines to complete projects and assignments within a restricted time period.
14. receive complaints and appropriately refer to necessary personnel.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Office setting.

MINIMUM QUALIFICATIONS:

Requires six (6) months of general clerical experience involving the use of personal computers; or any combination of training, education and experience that provides the required knowledge, skills and abilities. Must type a minimum of 45 net words per minute.

Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: February 3, 2001
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

SYSTEMS SOFTWARE ANALYST – Class Code 7680

SUMMARY STATEMENT:

Under general direction, is responsible for work of considerable difficulty in the design, installation, modification and/or maintenance of mainframe computer system software; and participates in the programming and testing of data processing communications systems. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Develops, tests, installs, and maintains system software to provide a stable, effective and efficient application environment for client agencies (e.g. federal, state, county, and local) using appropriate software tools and a computer terminal.
2. Diagnoses, researches, and resolves hardware and software problems for systems to ensure the timely recovery of critical software and network components during critical outage situations using system resources, and system utilities.
3. Develops, modifies, and maintains configuration tables and start-up procedures to provide accurate and timely access, and effective and efficient use of applications program software for client agencies using appropriate software tools and a terminal.
4. Responds to 24-hour calls for assistance providing emergency technical support to return programs and systems to operational mode during off-duty hours using a mainframe/personal computer, programming languages, and program development and debugging/tracing tools.
5. Designs and codes custom software programs to maintain and enhance on-line systems and networks for federal, state, county and local law enforcement agencies using appropriate system languages and programming expertise.
6. Provides assistance to customers and co-workers to resolve problems, ensure customer conformity to DPS technical standards, and provide technical solutions that will operate correctly within the DPS network using system resources.
7. Monitors specialty software (e.g. MSGQ, JCL, etc.) to provide 24-hour a day, 7-day a week availability of on-line systems and networks for federal, state, county, and local criminal justice agencies using system resources.
8. Installs and maintains operating system software to provide a stable, reliable and available operating system for customers (DPS, federal, multi-state, county, and local criminal intelligence units) and Southwest Border States (SWBS) participants (California, Texas, New Mexico, RMIN, etc.) systems using operating system documentation and manuals.
9. Designs, codes, tests, tunes, and maintains operating systems and subsystems to extend/enhance functions, ensure software runs efficiently and provides satisfactory response time to the client using mainframe hardware and software, operator console, vendor publications, and "user group" conference reports.
10. Develops, codes, tests, and maintains subsystem software and interfaces to ensure software products execute properly with the subsystem using mainframe hardware and software and appropriate programming languages.

11. Defines users and groups to provide programmer and customer connectivity to systems using appropriate work stations and system tools.
12. Codes and maintains Job Control Language (JCL) to ensure that production applications are executed in a timely, efficient, and effective manner using JCL manuals and texts.
13. Creates and installs mainframe terminal definitions to provide mainframe access to users of the DPS supported applications using utilities software.
14. Designs and develops external network interfaces to provide custom network connectivity for external agencies to access DPS computer systems and networks using appropriate system languages, under supervisory direction.
15. Communicates orally and in writing on both technical and non-technical subjects with DPS employees, other state and federal agencies and the general public to provide information and resolve issues using a personal computer, CRT terminal, DPS and section policies and procedures, under supervisory direction.
16. Codes, maintains, and documents systems and applications programs to improve system response time, operator performance, and convenience of batch reporting, using appropriate programming languages.
17. Remains current on job-specific procedures through training courses, professional associations, and trade publications to apply appropriate methodologies.
18. Updates system databases to ensure message routing indicators, process queues and equipment inventory information is current, and to prevent unauthorized access to DPS proprietary and shared systems, using a mainframe computer terminal and system software.
19. Writes, establishes, implements, and enforces standards, policies, and procedures to ensure efficient and effective use of mainframe hardware, software, and operating systems using specialized system software.
20. Recovers lost or corrupted data to restore a client's files using appropriate system tools.
21. Prepares written documents and reports (e.g. monthly and special reports, bulletins, analyses, etc.) to communicate information using DPS written communication standards.
22. Accesses the internet to locate vendor sites and obtain software and/or fixes to resolve client problems using personal computer related hardware and technical expertise.
23. Monitors computer storage space utilization for operating systems to ensure continuous availability, efficient and effective use of storage space, and adequate response time for clients.
24. Attends meetings or conferences to obtain and/or disseminate information regarding assigned work area issues and programs.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. on-line libraries of technical publications, their organization and accessibility for applicable mainframe computers.
2. mainframe vendor support services (e.g. Support Center, IBM-Direct, IBMLINK, etc.).
3. the functions and requirements of datasets needed for various operating systems and their subsystems.
4. the internal architecture and functioning of operating systems and their subsystems.
5. the terminology and principles of telecommunications operations.

6. the principles and practices of information technology (e.g. security systems and subsystems, backup procedures, recovery procedures, etc.).

SKILL IN:

1. the use of diagnostic hardware and programs (e.g. TRAP, OMEGAMON II FOR MVS, etc.).
2. written communications for both administrative and technical purposes.
3. developing and executing the installation and test plans for complex system software.
4. the use of applications programming languages (e.g. COBOL, FORTRAN, "C", etc.).
5. developing and executing complex hardware and software testing plans.
6. the proper use of mainframe operating system software subsystems (e.g. CICS, VSAM, SMP/E, ISPF, TSO, etc.).
7. the use of mainframe computers and their peripherals (e.g. CPU, tape drives, printers, frontloaders, endloaders, etc.).
8. installing, testing, and implementing commercial mainframe software products.
9. the use of various operating system software (e.g. MVS, UNIX, etc.).
10. problem identification and resolution.
11. troubleshooting and diagnosing operating system software and application program failures.
12. the use of system software operating system utilities.
13. the use of mainframe operating system programming languages (e.g. MVS JCL, Assembly language, MVS procedural language, MVS/ESA, etc.).
14. the use of mainframe utility software.
15. designing and coding complex system software programs.

ABILITY TO:

1. read and interpret technical documents.
2. research and evaluate complex information and draw conclusions.
3. learn and utilize new technologies.
4. prioritize workload and accomplish tasks with minimal supervision.

MINIMUM QUALIFICATIONS:

Requires a Bachelor's degree from an accredited college or university with a major in computer information systems or related field, and four (4) years of computer systems programming experience in a mainframe environment for a large (1,000+ employee) organization; **OR** an equivalent combination of education and experience.

Progression to the next pay level/step requires an overall performance rating of at least “Standard” in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 3, 1998

Classification Established: January 3, 1998
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

SYSTEMS SOFTWARE PROGRAMMER – Class Code 7675

SUMMARY STATEMENT:

Under general supervision, performs work of considerable difficulty in the design, installation, modification and/or maintenance of computer systems software; and participates in the programming and testing of data processing communications systems. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Develops, modifies, and maintains configuration tables and start-up procedures to provide accurate and timely access, and effective and efficient use of applications program software for client agencies using appropriate software tools and a terminal.
2. Provides assistance to clients and co-workers to resolve problems, ensure customer conformity to DPS technical standards, and provide technical solutions that will operate correctly within the DPS network using system resources.
3. Diagnoses, researches, and resolves hardware and software problems for systems to ensure the timely recovery of critical software and network components during critical outage situations using system resources, and system utilities.
4. Recovers lost or corrupted data to restore an end-user's files using appropriate system tools.
5. Conducts performance tuning for system software to provide an efficient, cost effective environment and adequate response time for customers of the DPS mainframe computer system using system resources.
6. Remains current on job-specific procedures through training courses, professional associations, and trade publications to apply appropriate methodologies.
7. Writes, establishes, implements, and enforces standards, policies, and procedures to ensure efficient and effective use of mainframe hardware, software, and operating systems using specialized system software.
8. Coordinates the installation of system hardware and software products maintained by co-workers to ensure that all mainframe system software and subsystems execute properly and are compatible with the DPS mainframe environment, and prevent disruption of services to the clients using a mainframe terminal and electronic mail system.
9. Defines users and groups to provide programmer and customer connectivity to systems using appropriate work stations and system tools.
10. Responds to 24-hour calls for assistance providing emergency technical support to return programs and systems to operational mode during off-duty hours using a mainframe/personal computer, programming languages, and program development and debugging/tracing tools.
11. Monitors computer storage space utilization for operating systems to ensure continuous availability, efficient and effective use of storage space, and adequate response time for customers (DPS, federal, state, multi-state, county and local users).
12. Attends meetings or conferences to obtain and/or disseminate information regarding assigned work area issues and programs.

13. Codes and maintains Job Control Language (JCL) to ensure that production applications are executed in a timely, efficient, and effective manner using JCL manuals and texts.
14. Develops and maintains EMS nightly processing to ensure the system is operating in an efficient and effective manner using vendor documentation.
15. Researches and evaluates new vendor products and proposals to recommend acquisition/denial of product/proposal for future projects using technical expertise of the field and marketing publications of the products from the vendors.
16. Monitors systems and provides status and usage data to management to ensure efficient and cost effective use of systems software, space utilization, and proper system performance using computer generated reports.
17. Develops, installs, tests, configures, maintains, and monitors direct access storage devices to provide physical data storage space for clients, and to provide efficient and effective use of information storage using technical information, and technical expertise.
18. Installs, maintains, performs user configurations, and makes changes to microcomputer-based mainframe terminal gateways to the Department mainframe computer to provide access to mainframe applications (e.g. MIS, ACJIS, EMS, NCIC, etc.) using mainframe terminal gateway and client software, and IBM synchronous modem.
19. Modifies Electronic Mail System (EMS) vendor-supplied software to improve performance and utilization, and change the product to conform to DPS organizational structure using COBOL and Assembly languages.
20. Updates system databases to ensure message routing indicators, process queues and equipment inventory information is current, and to prevent unauthorized access to DPS proprietary and shared systems, using a mainframe computer terminal and system software.
21. Defines and installs mainframe terminal definitions to provide mainframe access to users of the applications supported by DPS using utilities software.
22. Performs backup and recovery procedures on systems and applications files to ensure full recovery capability in emergencies using UNIX tools and workstations.
23. Writes applications and systems documentation to provide written support and backup of program functions using a mainframe/personal computer, hardware, and software.
24. Accesses the internet to locate vendor sites and obtain software and/or fixes to resolve client problems, using microcomputer related hardware and technical expertise.

KNOWLEDGES, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. on line computer networking components and protocols (e.g. VTAM, NCP, TCP/IP, SNA, etc.).
2. the principles of data communications networks.
3. the functions and requirements of datasets needed for various operating systems and their subsystems.
4. mainframe vendor support services (e.g. Support Center, IBM-Direct, IBMLINK, etc.).
5. the principles and practices of information technology (e.g. security systems and subsystems, backup procedures, recovery procedures, etc.).

SKILL IN:

1. the use of mainframe computers and their peripherals (e.g. CPU, tape drives, printers, frontloaders, endloaders, etc.).
2. written communications for both technical and administrative purposes.
3. the use of storage facilities (e.g. ISMF, SMS, DFHSM, ICKDSF, DFDSS, etc.).
4. installing, testing, and implementing commercial mainframe software products.
5. the use of system software operating system utilities.
6. the use of mainframe utility software.
7. the use of diagnostic hardware and programs (e.g. TRAP, OMEGAMON II FOR MVS, etc.).
8. problem identification and resolution.

ABILITY TO:

1. develop and document detailed complex technical plans for complex hardware and software installations.
2. effectively communicate orally with various levels of people (e.g. management, co-workers, clients, legislators, the general public, etc.) in both technical and generic terminology.
3. develop and maintain effective interpersonal relationships.
4. read and interpret technical documents.
5. learn and utilize new technologies.
6. analyze information and draw valid conclusions.

MINIMUM QUALIFICATIONS:

Requires a Bachelor's degree from an accredited college or university with a major in computer information systems or related field, and two (2) years of computer programming experience in a mainframe environment for a large (1,000+ employee) workforce; **OR** an equivalent combination of education and experience.

Progression to the next pay level/step requires an overall performance rating of at least “Standard” in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 3, 1998

Classification Established: January 3, 1998
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

TECHNICAL PROJECTS COORDINATOR – Class Code 7685

SUMMARY STATEMENT:

Under general direction, is responsible for work of considerable difficulty in planning and implementing special projects for the Information System Services Section, developing and compiling research and statistical reports to support systems software and systems technical support functions, and representing the Section. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Coordinates with technical staff, project leaders, and subcontractors to accomplish assigned special projects.
2. Provides recommendations on short and long range plans, goals and objectives to ensure the plans are in line with DPS goals, objectives, and Action Plan using a personal computer and Government Information Technology Agency (GITA) plan format requirements.
3. Recommends priorities for technical staff, project leaders, and subcontractors to communicate priorities based on past, current and changing technical knowledge and special project needs using oral communication skills and a personal computer.
4. Evaluates vendor responses to requests for proposal to recommend vendor selection using technical expertise and state purchasing rules and regulations.
5. Establishes and monitors section's three year plan to document actions toward improving DPS efficiency through automation using a personal computer and program management software.
6. Reviews and interprets technical material to evaluate options and make recommendations to management on acquisition and implementation of automated systems using oral/written communications and technical expertise.
7. Develops and monitors Project Investment Justification with DPS client sections with projects over $25,000 to obtain project approval from DPS and GITA using a personal computer and technical expertise.
8. Participates in technical committees to review and recommend content for statewide Information Technology acquisitions using principles and practices of leadership and technical expertise.
9. Prepares written documents (e.g. budgetary, status reports, policies, procedures, position papers, etc.) to and update management, ensure availability of funding for expenditures, and recommend action using a personal computer, and applications software (e.g. word processing, spreadsheet, presentation, etc.).
10. Remains current on job-specific procedures through training courses, professional associations, and trade publications to apply appropriate methodologies.
11. Represents the state, department, division, bureau, section, and/or unit at public hearings, meetings, committees or task forces to present evidence and information or to support DPS's interests using appropriate reports and documentation.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. mainframe operating systems and their subsystems (e.g. security, facility, utility, etc.).
2. the technology and terminology of automated systems.
3. data communications protocols (e.g. SNA, SDLC, Ethernet, Fast Ethernet, ATM, Frame Relay, etc.).
4. computer linking hardware (e.g. bridges, routers, hubs, fiber optics, cabling systems, etc.).
5. mainframe computer hardware (e.g. central processors, communications controllers, disks, printers, tape drives, etc.).

SKILL IN:

1. in planning, organizing and directing subordinate staff.
2. supervising for the purpose of providing direction, assigning tasks and ensuring work product is accurate and complete.
3. the use of microcomputer software (e.g. systems, applications, graphics, desktop publishing, etc.).
4. evaluating vendors' responses to requests for bids and making selection recommendations.
5. human, program, and project management.
6. written communications for both administrative and technical purposes.
7. developing and maintaining effective interpersonal relations.
8. designing and installing physical and logical L/WAN systems.
9. oral communications.
10. problem identification and resolution in both routine and emergency situations.
11. designing Local/Wide Area Networks.

MINIMUM QUALIFICATIONS:

Requires three (3) years of experience planning, organizing and performing special projects, research, and studies for a mainframe computer services section in a large (1,000+ employee) organization; **OR** an equivalent combination of education and experience.

Progression to the next pay level/step requires an overall performance rating of at least “Standard” in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 3, 1998

Classification Established: January 3, 1998
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

TECHNICAL SERVICES SUPERVISOR – Class Code 7690

SUMMARY STATEMENT:

Under general direction, is responsible for work of considerable difficulty in the supervision of the data center functions in a large mainframe data processing environment. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Through subordinate coordinators, supervises and directs technical services activities to provide timely services to DPS, federal, state, and local criminal justice agencies to ensure efficient daily network operation of DPS systems, and provide accountability and adherence to applicable laws, policies and procedures using principles of supervision.
2. Supervises the design, direction, coordination and daily operation of the DPS Data Center services and programs specific to the Unit to ensure timely delivery of services using principles of supervision and technical expertise.
3. Establishes performance measures, goals, objectives and priorities for Unit staff to provide technical direction, set project priorities, and ensure Unit activities are completed on time using project planning and organizational techniques.
4. Directs the development, design, re-design, implementation, and enhancement of mainframe and network system software and automated systems to increase efficiency, customer service and employee productivity using principles of management and technical expertise.
5. Develops project plans and monitors project teams to ensure technical projects are completed on time and within budget using a personal computer, applicable software, and project management skills.
6. Interviews prospective employees to select the best qualified candidates for vacant positions using interviewing techniques and technical expertise.
7. Researches and evaluates new vendor computer software products and proposals to recommend acquisition or denial of the product or proposal, enhance current services, and maintain cost effective and efficient systems using vendor publications and technical expertise.
8. Communicates orally with DPS employees and management, vendors, the general public, and other agencies (e.g. federal, state, county, city, etc.) to obtain and distribute technical information, advise on technical projects, resolve technical conflicts, and set priorities using technical expertise and oral communication skills.
9. During critical computer outages, interprets technical information and decides on appropriate course of action to ensure timely restoration of computer services using established guidelines and technical expertise.
10. Recommends changes and improvements in technological processes to improve system efficiency and effectiveness using technical expertise and vendor manuals and documentation.
11. Approves and prioritizes technical changes to computer systems to ensure changes to the operating systems and networks are tested and implemented in an orderly and timely

manner, and to reduce the chance of system failure using a personal computer, change control form, and technical expertise.

12. Directs computer security to ensure that confidential data integrity is maintained and unauthorized access is denied, using security standards.
13. Monitors and evaluates employees' work performance to advise staff of the requirements and expectations of their positions and provide feedback using direct observation and oral/written communication.
14. Interprets and disseminates information to inform employees and clients, and provide responses to their questions using oral and written communications and technical expertise.
15. Represents the Unit, Section, Bureau, Division, and/or Department at public hearings, meetings, committees or task forces to present evidence or information, or support the Department's interests using presentation skills, oral communications and technical expertise.
16. Remains current on job-specific procedures through training courses, professional associations, and trade publications to apply appropriate methodologies.
17. Serves on, and/or chairs, committees and task forces to provide input and exchange information, and perform the functions of the committee (e.g. policy writing, analysis of recommendations, problem solving, etc.) using oral communications and principles of leadership.
18. Prepares and/or reviews written reports (e.g. monthly activity, special, status, statistical, informational, etc.) to communicate project status, statistical data, security violations, and other information to management using written communications.
19. Directs the activities of the Section staff in the absence of the Section Manager to provide ongoing continuity of Section operations using technical expertise and principles of supervision.
20. Develops short and long range plans to provide input to management on the Department and Section strategic plans using strategic planning techniques, technical expertise, and a personal computer.
21. Coordinates Unit budget and directs the procurement of supplies, services, and equipment to ensure the budget plan is adequate to meet the Unit's commitments and to ensure the budget is not overspent using knowledge of the State and DPS budgetary processes and budgeting principles and practices.
22. Prepares and conducts briefings and oral presentations to management or other executives to report information, answer questions, and seek project approval using technical expertise and oral communications skills.
23. Reviews and administers contracts, agreements and/or leases to ensure service is in compliance with contract specifications, and to verify the accuracy of invoice figures using the actual contracts and invoices.
24. Develops and presents training to provide employees with information and understanding on the purpose and objectives of new programs (e.g. Drug Free Workplace, Customer Service, etc.); and provide customers with basic computer concepts using documentation and manual.
25. Develops and maintains a disaster recovery plan to ensure the Department has a written plan for the restoration of computer services in case of a disaster using technical documentation.

26. Negotiates service level agreements and improvements in the problem management process with computer hard-ware/software vendors to enhance efficiency and effectiveness of computer systems using interpersonal relations.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the functionality of network operating systems and their hardware components (e.g. modems, telecommunications links, controllers, gateways, routers, etc.).
2. the functionality of mainframe operating systems and their subsystems (e.g. security, job scheduling, system utilities, etc.).
3. the principles and practices of planning and research including operational and long-range strategic planning.
4. the technology and terminology of automated systems.
5. the principles of supervision for the purpose of providing direction, assigning tasks and ensuring work product is accurate and complete.
6. team concepts (e.g. team building, leadership, participation, group problem solving techniques, etc.) to direct activities of a unit.
7. the techniques of interviewing for the purpose of recommending staff selections.
8. crisis management techniques.
9. various applications software (e.g. word processing, spreadsheet, presentation, database, etc.).

SKILL IN:

1. the use of computer (e.g. mainframe, UNIX, microcomputer, network, etc.) hardware and peripherals (e.g. hard drive, disk drives, monitors, keyboards, printers, modems, etc.).
2. written communications for both administrative and technical purposes.
3. project management (e.g. planning, costing, organizing, coordinating, and supervising projects of varying size and magnitude.).
4. the use of personal computer hardware and software.
5. communicating orally in one-on-one and group situations.

ABILITY TO:

1. develop and maintain effective interpersonal relationships.
2. visualize long-range needs, trends, goals, etc. in order to make timely technological preparations.
3. identify and resolve problems in both routine and emergency situations.
4. analyze complex and detailed information and draw conclusions.
5. prioritize tasks/projects for self and others.

MINIMUM QUALIFICATIONS:

Requires four (4) years of professional experience providing systems programming and technical support in a mainframe-based environment for a large (1,000+ workforce) employer, including one (1) year of supervisory experience; **OR** an equivalent combination of education and experience.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 3, 1998

Classification Established: January 3, 1998
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

TECHNICAL SURVEILLANCE TECHNICIAN – Class Code 6327

SUMMARY STATEMENT:

Under direction, performs technical work in installing, maintaining, repairing, and training in the use of technical investigative/surveillance equipment. Technical Surveillance Technicians often travel statewide working irregular hours in the performance of their duties. Performs other duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Installs, operates, maintains and repairs technical investigative/surveillance equipment (e.g. telephonic intercept, video camera, video and voice transmitting, vehicle tracking, night vision systems, etc.) to obtain criminal evidence in compliance with federal, state and local laws.
2. Develops and conducts training of criminal investigators on the use of technical investigative equipment.
3. Provides technical assistance to other agencies to install undercover video and audio surveillance equipment.
4. Researches, evaluates, makes recommendations and procures or provides expertise in the procurement of technical investigative equipment.
5. Documents and maintains detailed records (e.g. service requests, location of equipment, time and parts used for repairs, travel claims, etc.).
6. Schedules and/or coordinates services (e.g. repairs, installations, removal of equipment, preventative maintenance, etc.).
7. Responds to 24-hour/day seven day/week emergency call-outs to perform and/or facilitate emergency equipment repairs anywhere technical investigative equipment is utilized.
8. Tests and evaluates new equipment to ensure that the equipment meets the parameters of state contracts and stated manufacturer's specifications.
9. Catalogs and inventories equipment.
10. Reviews and evaluates work of less experienced technicians.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. federal and state laws governing the use of oral intercept communication equipment.
2. the principles, applications and physics of analog and digital electronics, telephone intercept, microwave transmission, telephone systems, voice transmitters, vehicle tracking devices, video cameras, night vision systems, etc.

SKILL IN:

1. the use, care and selection of appropriate hand tools.
2. the use of computers and various types of software.

3. reading and comprehending technical manuals, manufacturer specifications and troubleshooting guides used in the installation and repair of technical investigative equipment.

ABILITY TO:

1. work independently with minimal supervision.
2. evaluate situations and resolve problems.
3. prioritize tasks to complete job functions in an orderly, efficient manner.
4. communicate orally and in writing with all levels of contacts within and outside the Department.
5. establish and maintain effective working relationships.
6. safely move objects weighing up to 50 pounds.
7. adapt quickly to changing priorities.
8. follow detailed oral and written instructions.
9. explain/demonstrate technical processes in a logical, easily understood manner.

ADDITIONAL REQUIREMENTS:

Must obtain an FCC General Class License within three (3) months of hire.
May be required to work holidays and weekends.
Must be able to travel to sites throughout Arizona for the purpose of installing and maintaining equipment.

MINIMUM QUALIFICATIONS:

Requires two (2) years of experience in the installation, maintenance and repair of technical investigative/surveillance equipment or an equivalent combination of education (e.g. formal electronics technology program or training in the use, repair and installation of electronic or surveillance equipment) and experience to total two (2) years. Must have a valid Arizona driver's license.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: May 7, 1999

Classification Established: May 7, 1999
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

TECHNICAL WRITER – Class Code 4450

SUMMARY STATEMENT:

Responsible for developing, writing and editing materials for reports, briefs, proposals, instructional manuals and related technical and administrative publications concerning communications systems, networks and training on those systems. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Conceptualizes, researches, designs, develops and/or revises various reports, proposals, grant requests, training curriculum, and various printed materials.
2. Analyzes requirements of project to determine types of publications needed.
3. Coordinates with design engineers in the development of highly technical manuals, procedural guidelines, proposals, user and application guides and areas that relate to communications systems and networks.
4. Prepares illustrations, photographs, diagrams, charts and graphic layouts.
5. Organizes material and complete writing assignments according to set standards regarding order, clarity, conciseness, style and terminology.
6. Researches topics, including gathering and sorting source and background materials; consult with various personnel to clarify details of source materials.
7. Reviews published materials and recommend revisions or changes in scope, format and content.
8. Reviews manufacturer and trade publications, catalogs, drawings and other data relative to the operation, maintenance and service of equipment.
9. Edits, standardizes or make changes to material prepared by other personnel in order to maintain uniform style and language for regulatory compliance.
10. Maintains records and files of work and revisions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. principles and practices of composing and editing informational material.
2. current technological developments/trends in area of expertise.
3. multimedia presentation programs.
4. the principals and techniques used in publishing.
5. the various methods of depicting technical information to non-technical audiences.
6. structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

SKILL IN:

1. the use of various word processing and desktop publishing tools and programs.
2. collecting, analyzing, verifying, and manipulating data.
3. reading schematics, specifications and/or technical drawings.
4. developing design and layout of materials to be published.

ABILITY TO:

1. communicate with and understand the requirements of professional staff in area of specialty.
2. work in a team environment among different disciplines to develop written materials from a variety of sources that are clear and user-friendly.
3. edit written materials produced from other sources for content organization, style, audience and consistency of format.
4. understand and technical information presented in various forms.
5. communicate effectively both orally and in writing.

WORKING CONDITIONS:

Office environment.

MINIMUM QUALIFICATIONS:

Requires a Bachelor's degree in electronics, computers, technical writing, journalism, education or other related field and one year of related experience OR, an equivalent combination of education and experience to equal five (5) years.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt.

APPROVED: _____ DATE: _____

EFFECTIVE DATE: September 14, 2005

Classification Established: September 14, 2005
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

TRAINING COORDINATOR – Class Code 6835

SUMMARY STATEMENT:

Performs responsible and complex administrative work in planning, developing, coordinating and implementing statewide training programs and services; develops and evaluates training methodology and curriculum content; represents employee interests in consultation with community colleges and universities. Performs related duties as assigned. May supervise support staff. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Assists in the development and coordination of multiple complex project schedules, production budgets and logistics of statewide training operations; oversees complex projects to achieve results in a timely and cost-effective manner by providing direction, facilitation and control of resources.
2. Oversees the research, development and delivery of a comprehensive program of training courses. Coordinates instructor scheduling, facility availability and associated budgets.
3. Instructs/teaches/facilitates training programs.
4. Identifies, develops and monitors the use of subject matter experts who provide curricular and instructional content of training courses.
5. Supervises subordinates' activities and work product by delegation, performance evaluation, disciplinary action and conflict resolution; provides leadership, guidance, motivation, counseling and/or discipline to contract staff, subject matter experts or student participants.
6. Develops and monitors annual and long-range statewide departmental training programs. Directs the design and distribution of surveys, interviews and questionnaires for conducting training needs assessments.
7. Serves on multi-jurisdictional/disciplinary committees in designing new or amending current programs and creating or promoting innovative solutions.
8. May serve as a subject matter expert or technical consultant for agency training programs.
9. Develops, implements or evaluates new and existing training programs. Manages the development of instructor-level training to maintain a cadre of in-state instructors. Facilitates the development of training program masters to ensure standardization of instructional materials, handouts, tests, lesson plans and delivery.
10. Communicates with diverse audiences (e.g., employees, agencies, the public, etc.) to provide information and clarification regarding training programs, actions, policies and procedures.
11. Reviews outside provider training programs to ensure the highest standards are maintained, content remains current and instruction is proficient; participates in the development and updating of policies, procedures, administrative rules, goals and objectives.
12. Participates in the preparation and administration of the unit budget. Researches and identifies opportunities for acquiring grant funding for special projects and services.
13. Supervises/assists in the production and distribution of various publications (e.g., training reports, calendar schedule, workbooks, instructional guides, newsletters, etc.); directs the preparation of comprehensive reports (e.g., staff studies, evaluations, needs assessments, grants solicitations, etc.) to document events or specific needs.

14. Remains current in job specific procedures in order to apply the most appropriate methodologies by attending conferences, educational programs and seminars, reading professional publications, using the Internet, and participating in professional organizations.
15. Monitors the development of negotiated training contracts and related service terms and conditions.
16. Designs and applies evaluation techniques and proficiency testing methods to measure the effectiveness of training.
17. Directs the review and selection of training materials and acquires copyright clearances in order to obtain the highest quality source materials to ensure compliance with federal copyright laws.
18. Supervises the design, development and implementation of the conversion of traditional training materials to alternate learning formats (e.g., computer assisted instruction (CAI), Webcast delivery, video streaming, Internet, etc.).
19. Confers with university and college officials and other professional training personnel to define curricula for training programs for college class credit.
20. Supervises the records management of unit activities (e.g., employee performance, events, meetings, budgets, etc.).
21. Interprets and applies the Instructor Certification program rules and policies in order to ensure compliance with minimum standards established by the AZ POST Board.
22. Writes test questions and evaluates their validity for the certified training academies statewide, coordinates with compliance specialist personnel to promote proper program documentation and record keeping for all agency approved and required training.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. program or project management techniques.
2. budget preparation and fiscal management required to develop and administer a budget.
3. learning theory or principles as applied to adult training.
4. training or instructional strategies and methodologies .
5. the principles of group dynamics and human behavior.
6. trends in executive development and management training.
7. problem-solving techniques.
8. report-writing techniques to produce analytical reports or written materials having high organizational impact in appropriate format.
9. the principles of supervision.
10. strategic and organizational planning techniques.
11. copyright restrictions in regard to the development and delivery of training programs.
12. the functions, features and potential applications of electronic systems for the delivery of training programs.
13. mainframe and personal computer job-related software.
14. public relations and marketing principles as they relate to the public sector.
15. high risk/liability issues inherent in law enforcement training.

SKILL IN:

1.. effective communication, both orally and in writing, with all levels of contacts.
2. formulating concepts and developing strategies and solutions for training needs.
3. making oral presentations to groups.
4. organizing time and resources (e.g., people, facilities, events, materials, etc.).

5. the rules of English grammar and composition.
6. developing practical frameworks that describe complex ideas in understandable, usable ways.

ABILITY TO:

1. develop feasible short and long-range plans/goals to project and develop programs and projects.
2. establish and maintain effective working relationships with those contacted in the course of assignment.
3. organize, prioritize and perform multiple tasks concurrently.
4. exercise sound judgement in safeguarding confidential or sensitive information.
5. independently make decisions and take appropriate action.
6. convert ideas and concepts into an effective combination of audio and visual impressions.
7. use modern office and training equipment to perform complex office and training tasks.
8. negotiate training contract terms and conditions.
9. conduct research, gather information and analyze a variety of data.
10. motivate employees in order to create trust, team spirit and professionalism.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Office setting.
May be required to lift or carry up to 25 pounds.

ADDITIONAL REQUIREMENTS:

Statewide travel may be required to perform certain work functions.

MINIMUM QUALIFICATIONS:

Requires a Bachelor's degree from an accredited college or university with a major in business or public administration, education, or social or behavioral science or related field and three (3) years professional supervisory or management experience in directing, developing, evaluating and teaching curricula and academic programs. A Master's degree in business or public administration, education, or social or behavioral science may substitute for one (1) year of the required experience. Must have and maintain a valid Arizona driver license.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: February 3, 2001
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

TRAINING SPECIALIST – Class Code 6834

SUMMARY STATEMENT:

Performs professional work in developing, coordinating and participating in training and development programs including conducting needs assessments, establishing training requirements, developing and evaluating training programs and resources. Performs related work as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Evaluates courses, instructors, materials, delivery and content organization to determine if course performance objectives are met.
2. Identifies and prioritizes training needs, programs or strategies in order to offer high quality training and state-of-the-art instructional and measurement techniques and subject matter to ensure training efforts are maximized. Develops additional research instruments, questionnaires or surveys to provide the methodology to collect information to determine training needs and trends.
3. May supervise training support staff including volunteers, interns, instructors, subject matter experts and student participants.
4. Serves as liaison to external law enforcement agency trainers, administrators and executive officers to develop cohesive working relationships and facilitate information sharing.
5. Recruits, assigns and schedules instructors for training programs; mentors new instructors to develop an on-going resource pool of skilled instructors.
6. Selects or determines appropriate learning resources, training programs and delivery methods and techniques to meet identified needs of individuals and groups.
7. Develops, modifies and updates program curriculum and/or content and materials. Develops program performance and learning objectives to provide a standard against which program content/curriculum and delivery may be measured for effectiveness of training.
8. Initiates, forms and leads employee teams, committees, work groups or subject matter experts in all phases of training program development.
9. Writes and publishes training materials or staff studies to assist in design, development and documentation of agency training standards, strategies and activities; reviews and supervises the production and distribution of training materials.
10. Remains current in job specific procedures through professional development courses and organizations, or training networks.
11. Instructs/teaches/facilitates various training programs for diverse audiences including assisting in the production of in-state and multi-state telecourse training programs and administering basic training tests to qualified peace officer waiver applicants.
12. Coordinates and facilitates meetings of trainers, telecourse facilitators or subject matter experts from various law enforcement agencies to review the effectiveness of past programs and solicit information to identify future training needs and contemporary subject matter.
13. Prepares documentation or reports for management on the effectiveness of course instructors, training methodologies, quality of course content, program delivery, statistical data, or audit results of academy inspections.
14. Markets and promotes internal and external training programs, courses and schools to employees or law enforcement personnel.

15 Researches, identifies and obtains copyright clearance for various materials used in courses.
16. Identifies liability risks in agency training programs and provides information on proven strategies, programs and documentation to aid in risk management and prevention.
17. Evaluates formal proposals for training contract awards and negotiates training and related services terms and conditions.
18. Provides assistance or consulting services to agency employees in meeting personal and professional educational and career goals.
19. Briefs management on existing and proposed training programs to ensure the expectations and the needs of the agency are met.
20. Reviews and evaluates the procedural controls and records systems of law enforcement training academies to ensure compliance with Arizona POST rules.
21. Determines eligibility to waive basic training requirements for peace officers trained outside the state prior to certification.
22. Speaks to various groups to provide information or respond to inquiries concerning training.
23. Confers with college and university officials and other professional training personnel to define and approve training curricula eligible for credit.
24. Consults with training facilitators statewide to monitor training activities, regional issues, needs and requests.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. training or instructional strategies and methodologies.
2. the theory or principles as applied to adult learning.
3. program or project management techniques.
4. the principles of group dynamics and human behavior.
5. report writing techniques to produce analytical reports or written materials having high organizational impact in appropriate format.
6. word processing, spreadsheet and/or desktop publishing software.
7. analytical problem solving techniques.
8. public relations and marketing principles as they relate to the public sector.
9. the functions, features and potential applications of electronic systems for the delivery of training programs (e.g., computer-based training, teleconferencing, interactive-video, training software, etc.).
10. copyright restrictions in regard to the development and delivery of training programs.

SKILL IN:
11. motivating others to accomplish assigned tasks.
12. effectively communicate, both orally and in writing at all levels.
13. the rules of English grammar and composition to prepare, review and edit documents.
14. formulating concepts and developing strategies and solutions for training needs.
15. developing practical frameworks that describe complex ideas in understandable, usable ways.
16. operating instructional, presentational, audiovisual or satellite reception equipment.

ABILITY TO:
17. organize, prioritize, and perform multiple tasks concurrently.
18. exercise independent judgment or initiative and function with minimal supervision.
19. work under stringent deadlines.

20. establish and maintain effective working relationships with those contacted in the course of assignments.
21. develop feasible short and long-range plans/goals to project and develop programs and projects.
22. use of modern office and training equipment to perform complex office and training tasks.
23. conduct research, gather information and analyze a variety of data.
24. research and reconcile inaccuracies and errors in documents, computer printouts and other written materials.
25. comprehend and interpret written materials and draw valid conclusions.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.
May be required to lift or carry up to 60 pounds of training equipment.

ADDITIONAL REQUIREMENTS:
Statewide travel may be required to perform certain work functions.

MINIMUM QUALIFICATIONS:
Requires a Bachelor's degree from an accredited college or university with a major in business or public administration, personnel, education, or a social or behavioral science or related field, and three (3) years of professional training or development experience. Postgraduate education in one of the above fields may substitute for the required experience on the basis of 30 semester (45 quarter) hours of education equal to one (1) year of experience. Must have and maintain a valid Arizona driver license.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: February 3, 2001

Classification Established: February 3, 2001
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

VIDEO PRODUCTION SPECIALIST – Class Code 4440

SUMMARY STATEMENT:

Under general supervision, performs technical work in the production of video and audio presentations for training, communications and public information. Performs related tasks as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Confers with clients to determine program needs, identify production options, assist with script development and determine overall program content.
2. Conceptualizes, designs and coordinates the production of video and audio programs to be used in training and staff development, public information and education presentations, promotional programs, and internal and external informational productions.
3. Writes, either individually or as a member of a team, and edits scripts for video and audio productions.
4. Serves as "producer" in the production of video and audio programs conducting research, developing scripts, scheduling production activity, coordinating set production, props and costume acquisition, and assuring an overall production schedule is maintained.
5. Acts as technical director to schedule shoots, set up and operate cameras, lighting equipment, teleprompter, wireless microphones and other audio equipment, and monitor and adjust equipment during recording/taping sessions.
6. Records and/or tapes audio and video segments to produce a program.
7. Edits raw video, selects music, designs digital video effects and creates graphics in order to create a finished software program using non-linear editing systems and equipment (e.g. digital tape decks, graphic software, CD players and recorders, etc.).
8. Authors DVDs with motion menus, multi-branching navigation and multiple timelines.
9. Designs artwork for thermal printing on DVD faces.
10. Duplicates and distributes video and audio programs on tape and DVD formats to Department employees, the general public and client agencies.
11. Directs production personnel (e.g. actors, production staff, production assistants, etc.) to assure production is completed.
12. Compiles statistical data, prepares reports and maintains logs and files.
13. Maintains, repairs and troubleshoots equipment.
14. Inventories and orders supplies to ensure an adequate quantity are on hand when needed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. the principles, practices, techniques, technology and standards of video production and shot composition.
2. standard video production, non-linear editing, graphic creation, and DVD authoring techniques.

3. the use of music to enhance the aesthetics of video productions.

SKILL IN:
1. communicating orally in both one-on-one and group situations.
2. operating post-production equipment.
3. developing and maintaining interpersonal relationships.
4. planning, researching, scripting, blocking, organizing, storyboarding, editing, lighting and staging video productions.
5. English comprehension and composition, spelling, grammar and punctuation to produce scripts and other written communications.
6. creating graphics and designing digital video effects.
7. basic mathematical calculations.
8. the use of computer hardware and applicable software.

ABILITY TO:
1. adapt quickly to changing priorities and assignments.
2. remain calm in stressful situations.
3. conceptualize creative and innovative ideas.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
May be required to carry equipment weighing over 30 pounds for extended periods of time.
May be required to transport and assemble various video and audio equipment on location.

ADDITIONAL REQUIREMENTS:
Must be able to travel statewide.

MINIMUM QUALIFICATIONS:
Requires a Bachelor's degree from an accredited college or university **AND** two (2) years of video and audio production or broadcasting experience; **OR** an Associate's degree from an accredited college **AND** four (4) years of video and audio production or broadcasting experience.
Must possess a valid Arizona driver license at the time of employment.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 29, 2007

Classification Established: January 7, 1991
Revision Date(s):

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

VIDEO PRODUCTION SUPERVISOR – Class Code 4445

SUMMARY STATEMENT:

Supervises staff and performs technical work in the production of video and audio presentations for training, communications and public information. Performs related tasks as required. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Confers with clients to determine program needs, identify production options, assist with script development and determine overall program content.
2. Conceptualizes, designs and coordinates the production of video and audio programs to be used in training and staff development, public information and education presentations, promotional programs, and internal and external informational productions.
3. Supervises subordinate staff to provide direction and feedback and ensure assigned projects and tasks are completed in an accurate and timely manner.
4. Evaluates the work of subordinate employees to advise staff of the requirements and expectations of the position and provide feedback regarding performance by monitoring daily activities.
5. Writes, either individually or as a member of a team, and edits scripts for video and audio productions.
6. Serves as "producer" in the production of video and audio programs conducting research, developing scripts, scheduling production activity, coordinating set production, props and costume acquisition, and assuring an overall production schedule is maintained.
7. Acts as technical director to schedule shoots, set up and operate cameras, lighting equipment, teleprompter, wireless microphones and other audio equipment, and monitor and adjust equipment during recording/taping sessions.
8. Records and/or tapes audio and video segments to produce a program.
9. Edits raw video, selects music, designs digital video effects and creates graphics in order to create a finished software program using non-linear editing systems and equipment (e.g. digital tape decks, graphic software, CD players and recorders, etc.).
10. Authors DVDs with motion menus, multi-branching navigation and multiple timelines.
11. Designs artwork for thermal printing on DVD faces.
12. Duplicates and distributes video and audio programs on tape and DVD formats to Department employees, the general public and client agencies.
13. Directs production personnel (e.g. actors, production staff, production assistants, etc.) to assure production is completed.
14. Compiles statistical data, prepares reports and maintains logs and files.
15. Maintains, repairs and troubleshoots equipment.
16. Inventories and orders supplies to ensure an adequate quantity are on hand when needed.
17. Acquires video production equipment by writing bid specifications, evaluating vendors' bids and selecting appropriate supply sources.

18. Performs budgetary duties and acquires supplemental funding for the Unit, including preparing and submitting grant proposals, writing purchase justifications, and preparing and submitting inter-agency agreements.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. the principles, practices, techniques, technology and standards of video production and shot composition.
2. standard video production, non-linear editing, graphic creation, and DVD authoring techniques.
3. the use of music to enhance the aesthetics of video productions.
4. the principles and practices of supervision.
5. coaching and training techniques.

SKILL IN:
1. communicating orally in both one-on-one and group situations.
2. operating post-production equipment.
3. developing and maintaining interpersonal relationships.
4. workload and resource management.
5. planning, researching, scripting, blocking, organizing, storyboarding, editing, lighting and staging video productions.
6. English comprehension and composition, spelling, grammar and punctuation to produce scripts and other written communications.
7. creating graphics and designing digital video effects.
8. basic mathematical calculations.
9. the use of computer hardware and applicable software.

ABILITY TO:
1. adapt quickly to changing priorities and assignments.
2. remain calm in stressful situations.
3. conceptualize creative and innovative ideas.
4. read and interpret technical documents.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
May be required to carry equipment weighing over 30 pounds for extended periods of time.
May be required to transport and assemble various video and audio equipment on location.

ADDITIONAL REQUIREMENTS:
Must be able to travel statewide.

MINIMUM QUALIFICATIONS:
Requires a Bachelor's degree from an accredited college or university **AND** four (4) years of video and audio production or broadcasting experience; **OR** an Associate's degree from an accredited college **AND** six (6) years of video and audio production or broadcasting experience. Must possess a valid Arizona driver license at the time of employment.

Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: January 29, 2007

Classification Established: January 7, 1991
Revision Date(s):

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

VOLUNTEER COORDINATOR– Class Code 5707

SUMMARY STATEMENT:
Responsible for planning, developing, organizing and implementing the Department's Volunteer and Internship programs. Exercises supervision over volunteers as assigned. Performs related duties as assigned.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Acts as a statewide liaison for the volunteer program by coordinating with Department personnel, various law enforcement agencies and the community to provide volunteer resources as needed.
2. Creates marketing plan to increase public awareness of the volunteer program and increase the number of volunteers/interns (sworn and civilian) within the Department.
3. Coordinates with various areas of the Department to create volunteer and internship positions.
4. Recruits, coordinates training and places volunteers in appropriate assignments throughout the Department.
5. Evaluates volunteer or intern performance in order to ensure activities support and facilitate the operations in the area of assignment.
6. Researches, writes and updates volunteer program manual and training material.
7. Instructs and orients volunteers/interns on all relevant Department policies and procedures.
8. Develops and coordinates recognition programs/activities and events for volunteers/interns.
9. Prepares written documents such as newsletters, reports, presentations, public service announcements and policy statements.
10. Maintains records of hours worked by volunteers/interns and other related statistical information.
11. Establishes and maintains a database with volunteer/intern information to help place reserves/interns in the most appropriate positions.
12. Establishes and maintains a liaison with schools/colleges, businesses, and retirement organizations and communities in order to recruit volunteers.
13. Develops and implements fund raising strategies including soliciting donations, grant requests and corporate donations in order to sustain volunteer program.
14. Participates in special events, enforcement details, and other public relations functions.
15. Monitors and reports program expenditures and budget balances.
16. Attends and participates in professional groups and committees.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. principles and practices of volunteer management.
2. techniques of volunteer recruitment.
3. principles and practices of administering a budget.
4. recruitment strategies.
5. methods and techniques in fundraising.

6. the principles of proper English sentence structure, spelling, grammar, and punctuation.
7. principles and practices of supervision.

SKILL IN:
1. promoting good public relations.
2. public speaking.
3. the use/operation of personal and mainframe computers and associated software/programs.

ABILITY TO:
1. communicate effectively, both orally and in writing.
2. establish and maintain effective working relationships with those contacted in the course of the assignment.
3. maintain confidentiality and security of information.
4. exercise independent initiative and judgment.
5. conduct research, gather information, and analyze a variety of data.
6. operate standard office equipment (e.g. typewriter, calculator, facsimile, copiers, etc.).
7. compose written material for a variety of audiences within and outside the agency.
8. set short- or long-range plans or goals for programs or projects and prepare performance reports on program operations and activities.
9. make oral presentations to individuals or groups to provide information.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

ADDITIONAL REQUIREMENTS:
May be subject to irregular hours including night and weekends.
Must have and maintain a valid Arizona driver license.
Statewide travel may be required.

MINIMUM QUALIFICATIONS:
Requires 60 college credit hours and five (5) years of experience in a law enforcement setting with a background in supervision, administration, public relations, policy development and training.
Progression to the next pay level/step requires an overall performance rating of at least "Standard" in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: June 19, 2006

Classification Established: June 19, 2006
Revision Date(s):

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

WIDE AREA NETWORK ENGINEER – Class Code 7625

SUMMARY STATEMENT:

Under general direction, is responsible for independent work of considerable difficulty designing, implementing and managing a communications network to include local and/or wide area computer network(s) and advising a small group of network support specialists engaged in a variety of technical support activities such as the design, installation, testing, modification, enhancement, and maintenance of local and/or wide area computer networks; and performs related work as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Designs, acquires, installs, maintains, configures, and upgrades communications systems and network hardware (e.g. hubs, routers, switches, cabling, servers, backup systems, interface cards, printers, modems, etc.) and software (e.g. operating systems, utility systems, security systems, etc.) to ensure the network is running at optimal performance levels.
2. Provides technical assistance and information to clients.
3. Monitors LAN/WAN data traffic to ensure that all data packets are being delivered to correct destinations.
4. Configures hubs, routers, and switches to maintain optimal performance levels.
5. Serves as the network communications administrator.
6. Researches, develops, implements, and enforces data communications security.
7. Advises management on in-house and industry trends in data communications networks.
8. Contracts with, and supervises, contracted network specialists and consultants.
9. Evaluates network communications hardware and software to ensure the products can accomplish specific tasks using a personal computer, appropriate hardware and software, and utility and development tools.
10. Remains current on job-specific knowledge and trends through training courses, workshops, seminars, and professional associations/publications.
11. Prepares informational and technical reports.
12. Serves as a liaison between the Department, Unit and other agencies, and associations to investigate and resolve communications network problems.
13. Researches and evaluates new and/or upgraded communications and network hardware and software for current or long range needs, and recommends acquisitions.
14. Works with network support specialists to ensure network backup procedures are completed properly.
15. Responds to 24-hour calls for emergency technical assistance to return network communications programs and systems to operational mode.
16. Serves as a technical advisor on boards of national, state, and local project planning committees for law enforcement information resources.
17. Serves on committees and tasks forces for the Department.
18. Implements data wiring from punch downs to hubs to distribute activity loads using LAN management soft-ware to analyze activity per segment.

19. Maintains an accurate inventory of all network communications components to ensure inventory levels are maintained, and appropriate transfers are filed with the Department.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. network design concepts.
2. troubleshooting techniques on hardware and software.
3. the capabilities and operation of personal computers and network communications equipment.
4. network communications issues and service types.
5. sources of information on technological trends.
6. data wiring topologies, design, and techniques.

SKILL IN:
1. installing, configuring, and maintaining network communications equipment.
2. learning new technological trends and applying them to existing situations.
3. project management.

ABILITY TO:
1. develop and maintain effective working relationships.
2. read and interpret written materials.
3. analyze information and draw valid conclusions.
4. communicate orally in one-on-one and group situations.
5. adapt to rapidly developing and changing technology.
6. effectively communicate in writing to all levels of people.
7. perform short and long range planning.

MINIMUM QUALIFICATIONS:
Requires four (4) years experience providing technical support to local/wide area networks including designing, installing, testing, modifying, enhancing, and maintaining a local/wide area computer network. A bachelor's degree from an accredited college or university with a major in computer science or related field may substitute for one (1) year of the required experience.
Progression to the next pay level/step requires an overall performance rating of at least “Standard” in the last 12 months.

Must successfully complete the examination process.
FLSA Status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: March 16, 1998

Classification Established: March 16, 1998
Revision Date(s): June 2006

ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

WEBMASTER – Class Code 7631

SUMMARY STATEMENT:

Responsible for the design, development, maintenance and support of Internet Web operations on a Department-wide basis. The Webmaster is expected to perform technical and creative functions in the management of a user-friendly, visually appealing and informative Internet Web site, which conveys a positive image of the Department. Performs related duties as assigned. This is a competitive classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Develops technical architecture of Internet Web sites including scripting, database design and user interface design.
2. Designs and implements Internet Web database projects.
3. Consults with employees from various Bureaus and Divisions in order to coordinate Internet activities, identify needs, and explain Internet Web site opportunities and limitations.
4. Reviews and evaluates Internet Web-based proposals from DPS personnel.
5. Writes Internet Web-based systems for sub-divisions within DPS.
6. Communicates with other personnel regarding technical requirements of Internet Web site and/or upcoming projects or events related to the Internet Web site.
7. Refreshes Internet Web site content to ensure accuracy and timeliness of information and images.
8. Develops modifications or enhancements to existing Internet Web programs.
9. Troubleshoots problems associated with Internet Web applications and/or Internet Web pages.
10. Evaluates operations, and recommends improvements and modifications of Internet Web programs.
11. Develops strategies and/or plans for Internet Web page design.
12. Researches and evaluates software, hardware and new technologies.
13. Registers the site with various search engines.
14. Develops, codes, installs, tests, debugs and documents Internet Web-based applications.
15. Secures and manages public access to information transmitted and stored.
16. Remains current on job specific knowledge (e.g., scripting, hardware, software, security issues, authoring tools, graphic design tools, new languages, etc.) and industry trends by attending training courses/seminars and professional organizational meetings and conferences and reading job-related professional journals/publications.
17. Prepares and conducts presentations.
18. Provides training to personnel in the maintenance of Internet Web pages.
19. Prepares utilization and status reports.
20. Acts as a liaison with customers, vendors and the general public. Authorizes links to Internet Web site and gets approval from agencies to establish links. Answers and/or forwards e-mail questions from Internet Web users to appropriate personnel.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:

1. research techniques.
2. report writing principles.
3. the principles and practices of project management.
4. the principles of proper English sentence structure, grammar and punctuation.
5. image editing and graphics design software.
6. basic photography and photo scanning principles.
7. the principles, practices, ethics and legalities of Internet Web publishing.
8. different types of applications software used in Internet Web site design and maintenance.

SKILL IN:

1. the use of personal computer hardware, software and peripherals.
2. using various programming techniques (e.g., HTML, JavaScript, Java, ASP, XML, SQL, etc.)
3. creating and/or manipulating graphics.
4. creating interactive forms.
5. database creation and database Internet Web integration.

ABILITY TO:

1. establish and maintain effective working relationships with those contacted in the course of assignments.
2. effectively communicate, orally and in writing, at all levels.
3. work with minimal supervision.
4. exercise independent initiative and judgement.
5. judge visual and editorial quality and appropriateness of Internet Web information.
6. identify, analyze and resolve complex problems.
7. transform a concept into design and implementation.
8. interpret and summarize complex written and oral information.
9. make presentations to small and large audiences.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Office setting.
May be required to lift equipment up to 30 pounds.

MINIMUM QUALIFICATIONS:

Requires two (2) years of coursework in Computer Science or a related field from an accredited college, technical school or university, and two (2) years of professional Internet Web development experience.

Must successfully complete the examination process.
FLSA status: Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: August 22, 2001

Classification Established: August 22, 2001
Revision Date(s): June 2006

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ARIZONA LAW ENFORCEMENT MERIT SYSTEM COUNCIL
POSITION CLASSIFICATION SPECIFICATION

Youth State Service Intern – Class Code 8005

SUMMARY STATEMENT:
Under direct supervision, performs work in a structured program to gain practical work experience in one of the administrative or professional fields in state government. May rotate from assignment to assignment within the agency to learn and contribute to administrative or professional processes. Performs related duties as assigned. This classification is for temporary assignments. No permanent positions are allocated to this classification.

ESSENTIAL FUNCTIONS (not intended to be all inclusive):

1. Performs special projects or assignments as directed in various assignment throughout the department.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

KNOWLEDGE OF:
1. business English, spelling, grammar and punctuation required to produce and proofread simple written documents.

SKILL IN:
1. the use of a computer keyboard device.

ABILITY TO:
1. work independently.
2. establish and maintain effective working relationships with those contacted in the course of assignment.
3. communicate orally and in writing to present information in a logical and understandable format.
4. understand written and verbal instruction to complete assigned tasks accurately.
5. exercise good judgment in safeguarding confidential or sensitive information.
6. read, comprehend, and interpret written materials of simple to moderate complexity.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:
Office setting.

MINIMUM QUALIFICATIONS:
Must be between the ages of 16 – 18 years of age and currently enrolled in high school.

Must successfully complete the examination process.
FLSA Status: Non-Exempt

APPROVED: _____ DATE: _____

EFFECTIVE DATE: May 24, 2006

Classification Established: May 24, 2006
Revision Date(s): July 2006