

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**POLICE RECORDS MANAGER**

Civil Service Status: Exempt  
Probationary Period: At-Will  
Classification Series: Police  
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees  
Approved by City Council: 04-05-10  
Resolution No.: 2010-12

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under direction, this mid-level management non-sworn, non-peace officer, uniformed position, manages, plans and coordinates the activities of all aspects of Police Records maintenance, coordinates the activities and operations of data processing; coordinates assigned activities with outside agencies, and the general public; provides highly responsible staff assistance to the Chief of Police; maybe required to work nights, weekends, holidays or other unusual hours/days; and does related work as required

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Coordinates all requests for Public Records Act request and all request for discovery motions as directed from the court;
- Evaluates and analyzes the Police Department’s Record Division needs and requirements;
- Develops and conducts Record Division training curriculum and training aids;
- Schedules and conducts Record Division training programs (Department wide training);
- Selects, supervises, trains and evaluates Record Division staff;
- Enters crime and arrest data into the various data bases (Local/State/Federal) using terminals/computers;
- Checks for the accuracy and completeness of all material/ information being entered, stored or complied;
- Ability to establish and maintain traditional and automated filing systems by accurate data entry of report information to RMS, preparing file folders, sorting, filing, shelving or storing material;
- Interacts with the public or internal customers both in person or over the phone;
- Provides routine and requested information and directs individuals to appropriate person or department;
- Contacts individuals in person or by phone to obtain information, documents, or resolves discrepancies;
- Contacts other governmental agencies to verify and /or obtain data;
- May receive monies (in the form of money orders) from the public, issues receipts, performs arithmetic computations utilizing calculators or computers;
- Types/ word processes letters, memos, reports, forms, lists, or other written material or narratives from rough drafts or hand written material, using a typewriter or computer;
- Inputs data and prepares reports, charts, graphs and tables using a calculator, adding machine, typewriter or computer with standard specialized software;

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- Processes documents for court filing by retrieving, compiling and copying appropriate materials and checking for accuracy and completeness;
- Properly releases police records to the public and government agencies;
- Handle all requests for Public Information release of documents pertaining to the police department;
- Handles highly confidential data and information;
- Complies with local, state and federal regulations pertaining to Criminal Offender Records Information and the release of public records;
- Keeps the Police Chief or designee apprised of any unusual, actual or perceived current or anticipated or anticipated employee and /or operational problems or issues;
- Receives or reviews complaints of procedural and policy violations, documenting findings, taken appropriate disciplinary action if necessary;
- Instructs employees in the proper performance of their duties, ensuring establish policies, procedures, practices, techniques and instructions are carried out in the prescribed uniform and standardized manner;
- Closely supervises the activities of subordinates, checking the accuracy of the work, making corrections when necessary;
- Reviews the work of subordinates, evaluating performance, handling performance improvement and writing job performance evaluations;
- Plans, organizes, and directs the work of subordinates, seeing that assignments are completed in a timely manner;
- Handles, directs all Public Record Requests for information/ reports;
- Handles court discovery request for records/reports/files;
- Assumes responsibility for ensuring the duties of the position, that they are performed in a safe and efficient manner;
- Performs related duties as assigned or as the situation requires.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Office procedures, methods and computer equipment;
- Principles and practices of computer systems management;
- Detailed records keeping and filing practices;
- Correct grammar usage, punctuation, spelling and vocabulary;
- Principles of telecommunications and phone systems;
- Good customer service practice;
- Research techniques, methods and procedure.

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**Skills:**

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software applications.

**Ability to:**

- Work closely with other jurisdictions and agencies;
- Accept close supervision, criticism and/or discipline and work within an established chain of command organizational structure;
- Accurately assess customer problems and understand needs and situations;
- Act in a decisive manner, using good judgment, common sense and reason;
- Deal tactfully and courteously with the public;
- Exercise tact & diplomacy, striving to promote a positive & cooperative atmosphere;
- Learn police equipment and resource capabilities and develop strategy for various types of emergencies;
- Learn new information and initiate improvements in technical and procedural areas;
- Learn rules, policies & procedures quickly and to interpret them correctly;
- Establish and maintain smooth working relationships and resolve interpersonal conflicts;
- Format information such as lists, tables, documents, & correspondence;
- Handle confidential information with discretion and in accordance with established procedures and State and Federal laws;
- Interpret and apply laws, rules, regulations, procedures and policies;
- Learn and utilize highly specialized database software to enter and retrieve data;
- Listen and ascertain relevant information quickly and accurately;
- Analyze, evaluate, and resolve data processing system problems;
- Train or instruct users in the use of computer equipment and operating procedures;
- Accurately evaluate and prioritize hardware and software requests;
- Communicate effectively, both orally and in writing;
- Take part in the selection, supervision, training and evaluate subordinate staff;
- Understand and interpret MOU's Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employees job performance;
- Foster a teamwork environment;
- Supervise, lead, coach, instruct and motivate employees;
- Initiate, recommend and carry out personnel actions as required;
- Plan, organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Handle confidential information with discretion;
- Initiate and accomplish work in a timely manner;

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- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Assume responsibility for ensuring duties of the position are performed in a safe and efficient manner;
- Develop necessary skills from on the job training and meet or exceed the standards of performance or higher for the classification.

**Education and Experience Guidelines** – *Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training/Experience:**

- Education and experience equivalent to a Bachelor’s degree with at least three (3) to five (5) years responsible in Records Management experience; supervisory experience is desired.

**License or Certificate:**

- A valid California Class C Driver’s License and a satisfactory driving record.

**Special Requirements:**

- Must be able to work a rotation shift, nights, weekends, and holidays;
- May require wearing uniforms, and working in a closely situated work area;
- Must pass a Police Department background check.

**Physical Requirements:**

- Must meet approved physical and pre-placement medical standards for the position.

**Bilingual Pay:**

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.