

**CLASS SPECIFICATION**

8/22/02

POLICE ADMINISTRATOR, 9196

Summary of Duties: Plans, organizes and directs the work of employees engaged in the activities and operations of a large, functionally diverse support or technical bureau, group, or division of the Los Angeles Police Department and does related work; regularly advises top management of the Department regarding strategies and policy matters; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and performs related work.

Distinguishing Features: As a civilian manager in the Police Department, a Police Administrator directs the activities of all subordinate sworn and civilian employees in a support or technical bureau, group, or division. A Police Administrator frequently represents the Police Department at various civic and governmental functions and with other police agencies and civilian organizations. Incumbents of the class are active participants in the formulation of Department strategy and policy. As bona fide supervisors, Police Administrators are responsible for the performance of the full range of supervisory activities, including the administration of discipline, processing and resolution of grievances, evaluation or performance, and approval of time-off requests.

Examples of Duties: A Police Administrator:

- Directs, or assists in directing, the activities of a bureau such as Fiscal and Support Bureau and Information and Communications Services Bureau, a group such as Support Services Group, or a division such as Facilities Management Division, Fiscal Operations Division, Jail Division, Personnel Division, Property Division, Records and Identification, and Scientific Investigation Division;
- Coordinates, administers and ensures compliance with established policies, practices and procedures throughout the bureau, group, or division;
- Evaluates operating efficiency and adequacy of support or technical services provided by the bureau, group, or division;
- Confers with other members of the Department to determine their support needs and requirements;
- Makes recommendations on Department-wide policy formulation;
- Develops and establishes bureau, group, or division practices and procedures;
- Defines and interprets policies to subordinate supervisors;
- Represents the Department at various meetings with the Mayor, City Council, Council Committees, high level officials, other committees, commissions, civic groups, and professional organizations as necessary;
- Directs, through subordinate supervisors, the preparation of budget data;
- Directs the preparation and implementation of the annual expenditure program;

- Conducts investigations and studies, and analyzes and prepares reports and recommendations on highly controversial and complex budgetary, grants, personnel, contracts, and other management problems;
- Directs, through subordinate supervisors, the administration and implementation of a variety of human resources programs including labor relations, employee training and development, recruitment, and background investigation;
- Ensures the bureau, group, or division is meeting its objectives, goals, work programs, priorities, and deadlines and takes corrective actions to achieve such;
- Administers a major support function for the Department including work programs which may involve professional, paraprofessional, technical, sworn, and clerical personnel;
- Attends various governmental and civic functions as a representative, advocate or member;
- Prepares and issues orders to subordinate personnel;
- Establishes administrative control of overtime and personnel utilization;
- Determines specific courses of action to meet unusual and different situations;
- Reviews development of Requests for Proposals, analyzes bids, and monitors contract and vendor performance;
- Confers with department managers and other City officials to define and achieve concurrence on information needs, priorities, and methods of providing such information;
- Participates on a variety of departmental committees and boards, and recommends policies and procedures to management;
- Reviews recommendations regarding disciplinary actions;
- Communicates equal employment/affirmative action information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program;

May occasionally be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

Qualifications: A Police Administrator must have the following knowledges and abilities:

Knowledge of:

- Organization, responsibilities, functions and procedures of the Police Department;
- Principles and practices of administration and management as applied to support services, human resources programs, systems development of the Police Department;
- Principles and practices of budget, financial, personnel, grants and contract administration;

- City Charter and the City's basic personnel and administrative ordinances, rules, procedures and policies, Civil Service Commission rules and policies, and Employee Relations Ordinance;
- Supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;
- Techniques of training, instructing and evaluating subordinate work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program;
- Effective safety principles and practices;
- Laws and regulations related to equal employment opportunity and affirmative action;

The ability to:

- Analyze and interpret technical information in the field of police administration, accounting, management, personnel, or support activities and programs and to adapt operations to the conditions indicated;
- Forecast the impact of new technological changes on management information systems and on the Integrated Systems Plan;
- Deal tactfully and effectively with both sworn and civilian employees of the Department, City officials, officers of other agencies, and the public;
- Prepare and present oral and written reports and recommendations concisely, completely, logically, and persuasively;
- Direct a staff of administrative and/or technical personnel and to coordinate their efforts with those of other organizational units of the Police Department;
- Plan, coordinate and direct a variety of support services through subordinate supervisors;
- Develop and maintain cooperative relationships with governmental officials, agencies and civic organizations and to speak effectively before such groups;
- Evaluate the work of subordinates and to plan and initiate necessary training activities;
- Formulate and implement new plans, procedures and policies;
- Establish and maintain a work environment to enhance both employee morale and productivity;
- Apply sound supervisory principles and techniques;
- Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Minimum Requirements:

Two years of full-time paid experience with the Los Angeles Police Department in a position at least at the level of Senior Management Analyst II supervising, planning, coordinating and directing staff in the daily operation of:

- a) an administrative, financial, personnel, or support function; **or**

- b) an information systems or communications function involving systems analysis, design and development, and installation of multi-purpose computer based information systems.

Appointment to this class is subject to a one-year probationary period under provisions of Section 1011 of the City Charter.

License: A valid California driver's license may be required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.