

**OFFICE OF THE CITY MANAGER
DES MOINES, IOWA**

**CITY COUNCIL COMMUNICATION 96-242
JUNE 17, 1996 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
REVISED JOB SPECIFICATIONS— POLICE OFFICER AND LOSS CONTROL SPECIALIST	◆ RESOLUTION ORDINANCE RECEIVE/FILE	LYNN LESLIE CIVIL SERVICES/PERSONNEL

SYNOPSIS —

Revisions to the Police Officer and Loss Control Specialist (f/k/a Safety and Training Technician) job specifications have been prepared.

FISCAL IMPACT —

The Police Officer position will remain assigned to Range 22 (\$29,950-\$36,822) of the Des Moines Police Bargaining Unit Association pay plan.

The Loss Control Specialist position will remain assigned to Range 24 (\$33,031 - \$39,621) of the Supervisory, Professional and Management (SPM) pay plan.

RECOMMENDATION —

Approval.

BACKGROUND —

The Chief of Police has recommended changes in the job specification for the position of Police Officer. Police Officers perform a full range of duties in the enforcement of law and order, and in the protection of life and property. Changes include: an expansion and clarification of the statement of essential duties; addition of pertinent knowledge, skills, and abilities; addition of Americans with Disabilities Act subsections; and changes to the minimum requirements by adding 15 semester hours of college or trade school to the former requirement of high school only. These changes are recommended following a two-year study conducted by the Civil Service/Personnel Department. These changes are considered important to clarify the role of Police Officers and to attract applicants with personal development motivation, and who have a more cosmopolitan exposure to today's society.

The Civil Service/Personnel Administrator has recommended that the Safety and Training Technician job specification be revised and retitled to Loss Control Specialist. Revisions to this job specification were needed in the areas of essential duties and required knowledge, skills, and abilities. This classification is generally responsible for assisting in the administration of loss control programs relating to personnel, equipment, and work environments. This position is essential to the ongoing risk management function and loss control programs. The minimum qualifications have been updated to allow individuals with a Bachelor's degree in an unrelated field and one year of related work experience to qualify for this classification. Previously, persons could qualify by substituting directly related experience for up to two years of education. However, given today's climate of complex laws and regulations, such as the Occupational Safety and Health Act (OSHA), a minimum of a college degree is required. The updated job specification also includes the ADA (Americans with Disabilities Act, 1990) standards of physical requirements, mental requirements, environmental conditions, and equipment and tools used.