



City of Avondale  
**Policy and Procedures Analyst**

<b>CLASS CODE</b>	21105	<b>SALARY</b>	\$72,658.67 - \$108,988.01 Annually
<b>BARGAINING UNIT</b>	Not Applicable	<b>ESTABLISHED DATE</b>	August 23, 2012
<b>REVISION DATE</b>	August 07, 2019		

### Job Description

Researches, develops, writes and maintains policy and procedures for both the City of Avondale Police Department and the Human Resources Department. Interacts with police department Command staff, outside law enforcement agencies, other government agencies/cities and City management in a professional and courteous manner.

### Essential Duties

Analyzes police department policy and procedures to identify conflicting and outdated language and sources. Maintains established policies and procedures electronic manuals. Develops new policies based upon information gathered from research and statistical analysis.

Edits policies and procedures as directed; coordinates the approval process and communicates the final product to all department personnel. Reviews for accuracy, consistency and clarity of language and statutory references; updates formatting as needed.

Responds to requests for information regarding policies and procedures. Works with the city's legal advisors and city management in researching, developing and presenting these policies.

Interacts via email and phone with other law enforcement agencies for relevant policy and procedures based on accepted professional standards.

Develops and implements training on policy and procedures as needed for the police and human resources departments.

Responds to requests for analysis and maintenance of the Human Resources Department's electronic policy manual.

Assists the Avondale Safety Officer with formatting and maintenance of Health and Safety policies and procedures.

### Minimum Qualifications

Bachelor's degree

Four (4) years of experience in written and oral communication, researching, analyzing, federal and state regulations and maintaining policies and procedures in an analyst role.

Valid Arizona Operator's Driver's License. Experience operating a personal computer is also required. Individuals must successfully complete a criminal background check, fingerprint check, polygraph examination and psychological evaluation.

### **Supplemental Information**

Work requires the ability to read policies, procedures, professional publications, directives, letters, memos, and general correspondence.

Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.

Work requires an advanced ability to write personnel policies, procedures, manuals, handbooks, various reports, letters, memos, and correspondence. Must be able to utilize appropriate sentence structure, punctuation and grammar.

Planning responsibilities include scheduling training sessions, conducting meetings and briefings, and completing research projects and reports. Must have the ability to work under limited supervision.

The incumbent prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.

Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents. Must have good research skills, including Internet usage, and the ability to work independently with little day-to-day supervision. Knowledge of, and experience with, legal procedures and terminology and Arizona Records Retention laws is desired.

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the City such as Human Resources, Fire Department and City Administration which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives. This position requires effective presentation and interpersonal skills to provide an effective training environment. Employee must maintain regular attendance. Ability to work in a constant state of alertness and safe manner.