



City of Goodyear

Accreditation & Compliance Coordinator

CLASS CODE	6622	SALARY	\$34.90 - \$51.82 Hourly \$72,602.22 - \$107,778.44 Annually
ESTABLISHED DATE	July 01, 2022	REVISION DATE	August 16, 2022

Job Description Summary

This position will oversee, coordinate, and administer the accreditation process for the assigned department. This is accomplished by managing records, coordinating resources and personnel, reviewing policies and making recommendations, implementing industry best practices, submitting reports and analysis, monitoring records and systems, directing and conducting studies, analyzing data, and assisting with program and policy development.

At the City of Goodyear, you will be a part of an organization that values its employees as its greatest asset. You will become part of a dedicated team of professionals that are committed to build and maintain a highly engaged workforce. You will be challenged to learn and grow in an environment that values employee development and career-building. You will thrive in a culture of innovation. We believe that successful employees are those that possess these six core values:

Adaptability - Integrity - Initiative - Empathy - Optimism – Innovation

Only a limited number of the most qualified applicants meeting the City's requirements will be invited for an interview. The examination process for this position will consist of a panel interview. **All communication regarding application status and interview notifications will be sent via email- please monitor your junk/spam email for communication as it will come from a system generated source.**

Essential Functions

This information is intended to be descriptive of the key responsibilities of the position. The following functions do not identify all duties performed by the incumbent. Other duties and responsibilities will be performed as assigned.

Fire Department

- Reviews City policies and department Standard Operating Procedures (SOP's) to ensure compliance, accuracy and consistency with the Commission for Fire Accreditation International (CFAI) standards.
- Makes recommendations for revisions on policies, procedures, and practices based on current research, best practices, and legal requirements.

- Formulates and edits new policies and procedures; coordinates the approval process and communicates the final product to all department personnel. A
- Administers the accreditation process by interpreting standards, advising agency personnel on compliance requirements, ensuring timeliness of reports and analysis, observing, reviewing and checking proofs of submissions from agency.
- Writes clear and accurate statistical reports or manuals which may be complex. In addition to, writing a variety of complex correspondence and documents for internal/external use.
- Maintains accreditation and policy files and enters and updates accreditation information in database including proofs of compliance. Organize department library of current policies and procedures and related accreditation information.
- Works on a monthly basis with internal committees for final approval of policy and procedures.
- Researches current local and national trends related to accreditation.
- Participate as a member of the Arizona Consortium for Accreditation (quarterly meetings). Attend CPSE Excellence Conference Annually.

Police Department

- Administers the accreditation process by interpreting standards, advising agency personnel on compliance requirements, ensuring timeliness of reports and inspections, observing, reviewing and checking proofs of submissions from agency.
- Reviews accreditation activities and progress and identifies needs, resolves issues and provides recommendations.
- Oversees and coordinates onsite assessments by the accreditation assessors from Commission on Accreditation of Law Enforcement Agencies (CALEA).
- Maintains accreditation and policy files and enters and updates accreditation information in database including proofs of compliance.
- Reviews policies, procedures, and General Orders and ensures compliance for CALEA standards.
- Makes recommendations for revisions on policies, procedures, and practices based on current research, best practices and legal requirements.
- Formulates and edits new policies and procedures; coordinates the approval process and communicates the final product to all department personnel.
- Ensures accuracy, consistency and clarity in policy and procedural manuals and compliance with accreditation standards.
- Researches current local and national trends related to accreditation.
- Develops and prepares reports and other information on police policies and procedures.
- Organizes and maintains the department library of current policies and procedures and related accreditation information.
- Represents the department by attending valley, state and national meetings for police accreditation.

Job Requirements

- **Formal Education/Knowledge:** Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
- **Experience:** Minimum three years of experience in a related field.
- **Certifications and Other Requirements:** Valid Driver's License
- **Reading:** Work requires the ability to read and comprehend policies and procedures.

- **Math:** Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division and statistical analysis.
- **Writing:** Work requires the ability to write policies, standard operating procedures, memoranda, correspondence, reports and produce written documents with clearly organized thoughts using proper English sentence construction, punctuation and grammar.
- **Managerial:** Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
- **Budget Responsibility:** Has no budgetary responsibility.
- **Policy/Decision Making:** Moderate - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts are typically reviewed prior to being finalized.
- **Technical Skills:** Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
- **Interpersonal/Human Relations Skills:** Moderate - Interactions at this level typically result in recommendations regarding policy development, changes in policy, and implementation of policies. Interactions at this level are typically concerned with providing communications at higher levels of organizational operations and may utilize activities such as evaluating customer satisfaction, developing cooperative associations, and allocating resources to improve work.

Health and Safety

Safety is everyone's responsibility. All employees are expected to work in a safe manner and report unsafe activities and conditions. The following are the physical, non-physical, health, and safety demands required of the employee based on frequency they will be performed.

Frequency Code Description

- Rarely, less than 1 hour/day
- Occasionally, 33% of the day
- Frequently, 33-67% of the day
- Constantly, more than 67% of the day
- **Primary Work Location:** Office Environment
- **Overall Strength Demands:** Light
 1. Rarely: N/A
 2. Occasionally: Exerting up to 20 pounds
 3. Frequently: Exerting up to 10 pounds
 4. Constantly: Exerting negligible amounts of walking or standing
- **Physical Demands**
 1. Rarely: Lifting, kneeling, pushing, pulling, balancing, crouching, and twisting
 2. Occasionally: Carrying, reaching, climbing and foot controls
 3. Frequently: Standing, walking, handling, hearing, and talking
 4. Constantly: Fine dexterity and vision
- **Non-Physical Demands**
 1. Rarely: Emergency situations, tedious or exacting work, noisy and/or distracting environment
 2. Occasionally: Frequent change of task, irregular schedule, overtime
 3. Frequently: Time pressure, performing multiple tasks simultaneously

4. Constantly: Working closely with others as part of a team

Health and Safety Conditions

- **Chemical**
 1. Never: Skin contact, absorption, injection, inhalation or ingestion
 2. Rarely: N/A
 3. Occasionally: N/A
 4. Frequently: N/A
 5. Constantly: N/A
- **Physical Hazards**
 1. Never: Thermal stress, electrical, noise, fire/explosion, radiation,
 2. Rarely: Being struck by or struck against
 3. Occasionally: Slips, trips and falls, caught in/on/between, pinch points
 4. Frequently: N/A
 5. Constantly: N/A
- **Biological Hazards**
 1. Never: Building related illness, legionnaires disease, blood borne pathogens, plant or insect bites, water and wastewater, brucellosis and mold
 2. Rarely: N/A
 3. Occasionally: N/A
 4. Frequently: N/A
 5. Constantly: N/A
- **Ergonomic Hazards**
 1. Never: Forceful exertion, contact stress and vibrations
 2. Rarely: Work area design, awkward posture
 3. Occasionally: Repetition
 4. Frequently: N/A
 5. Constantly: N/A

Machines, Tools, Equipment and Work Aids

- Heavy Equipment: Sedan vehicle if required
- Specialty Equipment: N/A
- Tools: N/A
- Computer Equipment and Software
 1. Hardware: Desktop/laptop, telephone, copier
 2. Software: Microsoft Office 365, Munis, ShoreTel, Adobe Reader or Pro
- Protective Equipment Required
 1. General: N/A
 2. Specialty: N/A

Expected Behaviors

TEAM BEHAVIORS AND EXPECTATIONS

Embrace our core values that reflect who we are and what we do.

- **Integrity** – Be consistent by aligning actions with words. Be trustworthy by conducting oneself with the highest degree of honesty. Be transparent by doing the right thing even when no one is looking.

- **Empathy** – Be respectful by treating others with respect; respect the feelings, experiences, and perspectives of others. Be kind by showing consideration and taking care to support one another. Be aware by actively listening; seek to understand, then to be understood, and appreciating diversity and differences (think about true colors).
- **Optimism** – Be hopeful by focusing on positive outcomes and believing in possibility rather than idolizing problems. Be resilient by seeing failure as a path to success and learning from mistakes. Be positive by having a positive attitude and avoid complaining.
- **Innovation** – Be resourceful by exploring new ideas that add value or eliminate waste. Be progressive by thinking and looking ahead. Be curious by testing the value of the process and challenging the status quo.
- **Adaptability** – Be a champion by accepting and supporting changes. Be purposeful by taking ownership of your role in change. Be connected by connecting to the big picture.
- **Initiative** – Be a leader by taking opportunities to lead regardless of your role. Be proactive by taking action to address problems and opportunities without being asked. Just do it! Be a problem solver by removing obstacles so others can succeed; Troubleshoot instead of blame when mistakes happen.