



City of Peoria

HUMAN RESOURCES

Title: Accreditation & Compliance Coordinator

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Police Lieutenant.

This is a non-supervisory job classification

MINIMUM QUALIFICATIONS

- **Education:** Two-year Associates degree or equivalent
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to manage records, coordinate resources and personnel, ensure agency accreditation, formulate policy and procedure, and oversee policy and procedure development. Reviews policies; makes recommendations; implements accreditation standards; maintains files; submits reports and inspections; monitors records and systems; directs and conducts studies; analyzes information; assists with program and policy development; interprets standards; manages onsite assessments; reviews policies and procedures for compliance; manages the application of accreditation standards; comprehends and makes inferences from written materials; tracks industry trends in best practices and innovation; assists in related areas.



City of Peoria

HUMAN RESOURCES

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Oversees, coordinates, and administers the accreditation process. Interprets standards; advises agency personnel of compliance requirements; ensures timeliness of reports and inspections; observes, reviews, and checks the proof submissions of agency personnel to ensure conformance to standards; maintains database of proofs of compliance; streamlines work processes.
2	Coordinates policy and procedure development. Reviews policies against accreditation standards; researches current local and national police trends; makes recommendations on policies, procedures, and practices based upon current research, best practices, and legal requirements; formulates and edits new policy; coordinates the approval process; communicates the final product to all department personnel.
3	Represents the department. Attends meetings; collaborates with other managers; acts as department liaison; attends training; manages onsite assessments.
4	Conducts studies and surveys and provides analysis of results to find areas of opportunity to improve services; streamlines processes; increases efficiencies.



City of Peoria

HUMAN RESOURCES

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"									
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.									
Sedentary	X	Light		Medium		Heavy		Very Heavy	
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.		Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.	

Work Environment for this position is indicated below with "X"							
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.							
Office	X	Outdoors		Vehicle		Office and Field/ Plant/ Warehouse	
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.		Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.		The work will occur in an office and field environment. While performing the duties and responsibilities the employee may be exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, laptop, printers, fax / scanner / copier and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.