

Title: Civilian Background Investigator
PG: 49
Status: Civil Service
Position Reports to: GSS Lieutenant
Department: Police

Class Code: 2253
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a high profile position whose primary responsibility is to complete thorough and intensive background investigations on Police applicants and process qualified applicants to fill vacant positions within the Police Department. The Background Investigator is responsible for screening all police applicants, thus consequence of error is great.

ESSENTIAL FUNCTIONS:

1. Conducts investigative interviews and pre-screening of potential applicants for police officer, public safety aide, emergency communications specialist and other vacancies within the police department.
2. Coordinates initial testing with Civil Service for all vacant positions within the police department.
3. Conducts pre-employment interviews for all departmental vacancies.
4. Coordinates scheduling of polygraph examinations.
5. Conducts physical agility testing for Police Officer and Public Safety Aide applicants.
6. Conducts background investigations on all sworn and non-sworn applicants to include part-time and volunteer applicants.
7. Facilitates written psychological exam to Police Officer and Public Safety Aide applicants.
8. Schedules psychological interviews with the Department's psychologist.
9. Schedules physical examinations with the department's Risk Management provider.
10. Conducts neighborhood surveys on applicants.
11. Schedules oral interview review boards with department administrators for police applicants.
12. Prepares background packets (summaries of applicants) for review by administration.
13. Maintains current applications on file in computer system and updates applicants' files as needed.
14. Coordinates Police Officer Scholarship/Sponsorship Program.

ADDITIONAL RESPONSIBILITIES:

1. Provide information to community organizations with reference to opportunities in law enforcement.
2. Maintain a liaison with police academy directors throughout the State of Florida.
3. Assist other components of GSS.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of salaries and benefits for the City of Lakeland.
2. Knowledge of departmental policies.
3. Knowledge of EEOC regulations; Affirmative Action requirements; ADA guidelines; and Federal and State employment regulations.
4. Ability to communicate effectively, both orally and in writing,
5. Ability to conduct thorough and intensive background investigations.
6. Ability to proficiently operate a computer with various programs, including Word, Excel, Outlook, PowerPoint, etc.
7. Ability to complete comprehensive reports related to demographics and hiring.
8. Ability to brief administration on status of background investigations and hiring trends.
9. Must possess diverse communications skills to relate to applicants as well as key civic leaders.

Title: Civilian Background Investigator
PG: 49
Status: Civil Service
Position Reports to: GSS Lieutenant
Department: Police

Class Code: 2253
Date: 09/08

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university. Preference will be given to those applicants with a Masters degree.
2. Minimum of five (5) years investigative experience.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid home telephone number.
2. Must possess and maintain a valid Florida driver's license.
3. Must be willing to attend various background investigation related training courses and seminars.
4. Must be willing to periodically travel out of local area and possibly work nights/weekends if it is necessary for an investigation.
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.