

JOB INFORMATION

Effective Date	10/13/2021
Job Code:	9425
Job Title:	Police Civilian Supervisor
Salary Grade/Structure:	160 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Safety & Security
Job Family:	Security
Job Summary	The Police Civilian Supervisor (PCS) handles all JP citations and racial profiling tracking, trains and supervises the departments HAWK Patrol Program, manages fleet and property control (with the exception of evidence). Assists with the departments CALEA accreditation and participates in department research and planning. Also serves as the police department's web services manager handling website and social media posts. Other related duties as assigned. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus crime Statistics Act (Clery Act).

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
High School Diploma or GED		Required	
Bachelor's Degree	in Criminal Justice or a related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	of customer service and office experience	Required	
Less than 3 yrs	of supervisor experience	Preferred	
Less than 3 yrs	experience in Logistics Management	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Valid Texas Drivers License		Required	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Great working knowledge of PC/Windows navigation and Microsoft Office.	Skilled
• Knowledge and understanding of police department policies and procedures.	Skilled
• Have strong decision-making, organizational and multitasking skills.	Skilled
• Demonstrates knowledge of university campus and facilities.	Skilled
• Ability to handle stress of short deadlines and heavy workload during peak periods.	Skilled
• Good communications and interpersonal skills and an ability to interact diplomatically with the public while adhering to the policies and procedures of the university and police department.	Skilled
• Attention to detail, be a self-starter, and be able to work independently with limited supervision.	Skilled
• Licensed to operate a motor vehicle in the State of Texas.	Skilled
• Ability to align functions and duties with University level and Divisional Strategic Objectives and initiatives to enhance the student experience, improve University recognition and image, align resources with priorities, and improve business operations.	

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Manage JP Citations and racial profiling.	10%
• Supervise and train student employees in the HAWK Patrol Program.	25%
• Manage the department's fleet and property control.	25%
• Serves as back up for Compliance Manager duties (Accreditation, Public Information, UCR, Clery).	10%
• Participate in department research and planning.	5%
• Makes deposits for incoming payments for citations and report requests.	5%
• Manage and post to department's website and social media sites.	15%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description