

**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
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## 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						

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
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