



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|-----------------------|--------------|--------------|---------------|
| DPS LIEUTENANT | 45 | D | 13.204 |

JOB SUMMARY

DPS Lieutenants are responsible for the operations and administrative functions of an assigned work unit to include overseeing law enforcement activities, services, and programs within an assigned division of the Department of Public Safety (DPS).

JOB DUTIES

1. Plan, coordinate, and control operations and determine needs for equipment, staffing, and training.
2. Approve training requests within budgetary limits and ensure consistency and proper delivery of training.
3. Provide direction on law enforcement practices.
4. Identify and formulate measurable and verifiable objectives and advise and assist in preparing work plans.
5. Compile data and submit analytical, narrative, and statistical reports on activities.
6. Review, observe, and approve reports, investigations, and field work.
7. Participate in the development of policies and procedures.
8. Coordinate with leadership and staff to exchange ideas and information.
9. Liaise between various stakeholders to coordinate activities, resolve issues, and represent agency interests.
10. Manage special programs and develop and implement recordkeeping reporting systems.
11. Determine, administer, and monitor the budget, review expenditures, and identify problem areas.
12. Participate in the comprehensive law enforcement effort, interface with allied agencies, and determine joint information, techniques, capabilities, and goals.
13. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
14. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Four or more years of applicable experience as described in the job duties with a minimum of two years supervisory experience preferred and Certification as a Category I Peace Officer from a Nevada Commission on Peace Officer Standards and Training (P.O.S.T.) approved law enforcement academy.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures; principles and practices of management, supervision, and training; fiscal management and budgeting; principles and practices of effective program planning, development, implementation, and evaluation; evidence, crimes, traffic, citizens' rights, court procedures, and general law enforcement.
- Psychological testing methods, terminology, and diagnosis for making classification and sentencing

recommendations; the agency's classification system; methods used, and problems involved, with the supervision and programming of parolees and probationers; casework techniques and programming opportunities of offenders.

- Modern technology advancements that support the agency's mission; methods and procedures used in internal affairs investigations; Nevada Commission on P.O.S.T. guidelines related to the use of force.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Develop and implement recordkeeping and reporting systems; plan, organize, and direct activities of a law enforcement organization; analyze problems and situations to monitor casework and supervise parolee's effectively; interpret and evaluate legal reports and forms, criminal histories, and parole and probation agreements.
- Manage a complex criminal investigation which may involve multiple jurisdictions; serve as technical resource for the most difficult code enforcement and investigation activities related to the cause, origin, and circumstances of fires and unauthorized releases of hazardous materials.
- Oversee and participate in the investigation of officer shootings, alleged misconduct, and complaints of excessive use of force; confer with, and make recommendations to, leadership concerning internal affairs investigations.
- Establish and maintain cooperative working relationships with others; analyze, evaluate, and present data, statistics, and reports related to activities; assist in establishing program goals and objectives; interpret and apply laws and regulations to administer assigned program areas; administer the unit's budget; develop, interpret, and disseminate agency policies and procedures; take appropriate action in emergency situations to ensure safety.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)

- | | | | | |
|---|--|--|--|--|
| <input checked="" type="checkbox"/> standing | <input checked="" type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 50 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 50 lbs | <input type="checkbox"/> tasting | <input checked="" type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 50 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 50 lbs | <input checked="" type="checkbox"/> stretching | <input checked="" type="checkbox"/> smelling |

Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.