

## **CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION**

### **CLASSIFICATION**

**TITLE:** Police Lieutenant Colonel

**CLASS CODE:** 2534

### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents in this classification oversee the operations of the bureaus and divisions of the Police Department to preserve peace and protect the public. They consult and advise the Chief of Police regarding the Department operations and administrative issues.

### **DISTINGUISHING CHARACTERISTICS:**

This is an advanced-level service classification in the Police Services Series – Executive Officer Group job family within the City of St. Louis. Incumbents within this classification perform complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include the authority to assume the role of Acting Chief of Police.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This class contains positions whose incumbents are delegated on a regular and recurring basis full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. Positions in these classes are held accountable for the work performance of subordinate supervisors, lead workers and other staff. This level of work interprets and explains individual and collective objectives set by senior management from overall goals to subordinate staff.

### **EXAMPLES OF WORK (Illustrative Only):**

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Plans, organizes, coordinates and controls the work unit's operations/programs to establish operational priorities, coordinates these operations with other functions within the agency, and ensures program objectives and standards are established, attained and congruent with overall goals.

Determines and requests/submits staff, material and equipment needs for managed operations/programs.

Contributes to the formulation and justification of budgetary requests for the agency as a whole.

Determines performance evaluation standards and procedures to provide information to subordinate staff on individual work performance expectations to ensure complete and objective appraisal of subordinates' performance.

Develops and directs the implementation of operational plans pertinent to managed operations/programs to ensure the establishment of appropriate goals and the development of action steps to achieve these goals.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in operational/program needs, objectives, and priorities and to improve the effectiveness of managed operations/programs.

Coaches subordinates to perform daily tasks with a professional appearance and attitude.

Monitors department members and bureau commanders to ensure fulfillment of responsibility.

Reviews internal investigations for impartiality.

Acts as liaison between managers and supervisors to develop a problem-solving approach.

Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Data Utilization:**

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

#### **Human Interaction:**

Requires the ability to manage and direct a large group of employees, which may include first-line supervisors. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

#### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a firearm, baton, hand-held radio, motor vehicle, and/or related police equipment used in performing essential functions.

#### **Verbal Aptitude:**

Requires the ability to utilize a variety of advisory data and information such as bureau and division reports, manpower assignments, administrative recommendations, city personnel and police manual, Missouri criminal code and non-routine correspondence.

#### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; requires the ability to interpret descriptive statistics.

**Functional Reasoning:**

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic/poisonous agents, violence, disease, or pathogenic substances.

**Physical Requirements:**

Requires the ability to lift, carry, push and pull objects and materials of moderate weight of twelve (12) to twenty (20) pounds, such as office equipment.

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling to perform patrol duties.

**Sensory Requirements:**

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds and textures associated with job-related objects, materials and tasks, such as observing an officer investigate a complaint.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.