




**COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE**

Policy No. 1021	Date Issued: December 1, 1993
Section: 1000 – Personnel Policies	Date Revised: February 23, 2017
Accreditation Standards:	
SUBJECT: CLASS SPECIFICATIONS - GENERAL	
APPROVED:	
	Board Chairperson

- 1.0 The following are the Authority Job Classifications which are to be developed and maintained as required by Policy No. 1020 (Classification Plan) and their corresponding Board approval dates:
 - 1.1 Assistant General Manager
 - 1.1.1 Board Approval – 11/15/07
 - 1.2 Public Safety Communications Division Manager
 - 1.2.1 Board Approval - 3/22/07
 - 1.3 Public Safety Communications Systems Manager
 - 1.3.1 Board Approval - 6/1/05
 - 1.4 Public Safety Communications Operations Coordinator
 - 1.4.1 Board Approval – 11/15/07
 - 1.5 Public Safety Communications Systems Coordinator
 - 1.5.1 Board Approval – 11/15/07
 - 1.6 Public Safety Communications Operations Supervisor

- 1.6.1 Board Approval - 8/4/94
- 1.7 Public Safety Communications Systems Supervisor
 - 1.7.1 Board Approval - 3/1/01
- 1.8 Senior Public Safety Dispatcher (Level III)
 - 1.8.1 Board Approval - 11/17/94
- 1.9 Public Safety Dispatcher (Levels I/II)
 - 1.9.1 Board Approval - 10/26/00
- 1.10 Public Safety Communications Systems Technician
 - 1.10.1 Board Approval - 3/27/03
- 1.11 Public Safety Dispatcher Assistant II
 - 1.11.1 Board Approval - 10/24/2013
- 1.12 Public Safety Dispatcher Assistant
 - 1.12.1 Board Approval - 2/10/99
- 1.13 Senior Administrative Assistant
 - 1.13.1 Board Approval - 10/24/2013
- 1.14 Administrative Assistant
 - 1.14.1 Board Approval - 5/23/02
- 1.15 Public Safety Communications Intern
 - 1.15.1 Board Approval - 10/14/98
- 1.16 Public Safety Communications Senior Systems Technician
 - 1.16.1 Board Approval – 3/23/06
- 1.17 Public Safety Communications Geographic Information Systems Technician
 - 1.17.1 Board Approval 2/23/17
- 1.18 Office Supervisor
 - 1.18.1 Board Approval 2/23/17

2.0 The following are the minimum employment standards applicable to all Public Safety Dispatch Classes:

- 2.1 Must be eighteen (18) years old.
- 2.2 Have the ability to hear and comprehend radio traffic and routine interpersonal communications with supervisors and dispatchers working adjacent console assignments.
- 2.3 Have color vision adequate to determine various console lighting displays.
- 2.4 Have the ability to read, write and speak clear and concise English.
- 2.5 Have legible handwriting.
- 2.6 Have manual dexterity sufficient to operate a computer terminal, telecommunications device and multi-function radio operating console.
- 2.7 Have manual dexterity sufficient to operate data cards and time stamping device.
- 2.8 Have the physical, mental and functional ability to work efficiently and accurately in a fast-paced environment and to remain calm and professional when handling potentially stressful incidents.
- 2.9 Pass a comprehensive law enforcement background investigation.
- 2.10 Shall not have been convicted of any felony or any other crime which would prohibit Department of Justice approval for access to law enforcement information.
- 2.11 SCR911 employs only United States citizens and non-citizens who are authorized to work in the United States, and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form (I-9) and present documentation establishing identity and employment eligibility no later than three (3) days following date of hire. If appropriate documentation is not received within this time, the employment relationship will be terminated.

3.0 The duties of all Public Safety Dispatch classes require the employees in those classes to meet certain standards of health and physical condition, listed in 2.0 above. If, at any time, the Authority determines there are reasonable indicators that an employee no longer meets one or more of the standards listed in 2.0 above, the Authority may require that employee to submit to a

medical examination by a physician approved by the Authority for the purpose of determining that the employee is physically/mentally able to perform the functions of the employee's position.