

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**

**MAJOR**

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**DEFINITION**

Performs administrative/supervisory duties as an assistant to the State Patrol division director; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Supervises and evaluates the work of subordinates; effectively recommends personnel actions related to selection, performance, leaves of absence, grievances, work schedules and assignments, disciplinary procedures, and administers personnel and related policies and procedures.

Participates, coordinates, and motivates the enforcement activities of the assigned division.

Inspects subordinates personal appearances, uniforms, and equipment, notes differences and requires adjustments.

Commands, directs and leads subordinates when working in groups. Assign subordinates as need dictates.

Counsels subordinates and attempts to secure answers to their questions and problems.

Provides the supervisor with information concerning activities of patrol as necessary.

Performs the duties of Division Administrator when assigned.

**COMPETENCIES REQUIRED**

Knowledge of the principles and practices of modern supervisory methods including: selecting, conducting employee performance evaluations, and other duties of a supervisor.

Knowledge of criminal and motor vehicle laws.

Knowledge of department and division rules and regulations.

Knowledge of the interpretation and applications of collective bargaining agreements.

Ability to understand and problem solve on global, national, statewide, departmental and divisional level.

Ability to provide direct supervision to subordinates in routine or extraordinary situations.

Ability to express ideas and thoughts clearly and effectively in order to relate policy and instructions.

Ability to determine work priorities, assign work, and ensure proper completion of assignments.

Ability to establish and maintain effective working relationships with others.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four-year college or university with a bachelor's degree and four years of progressively supervisory experience;

OR

an equivalent combination of experience and education substituting one year of additional experience as described above for one year (30 semester hours or one year) of the required education to a maximum substitution of four years.

#### **NOTE:**

All applicants, if not currently certified in Iowa as peace officers, must be eligible for enrollment in the Iowa Law Enforcement Academy training program. Screening for the Academy includes:

- a) Thorough background investigation and evaluation (including fingerprint searches) for substance abuse, or arrest and conviction records that indicate an individual could not serve effectively as a peace officer.
- b) Physical examination and agility test to assure that an individual is free from conditions which might adversely affect the performance of duties (drug screens included).
- c) Vision exam requiring uncorrected vision of not less than 20/100 correctable to 20/20 with normal color vision.
- d) Hearing exam with a loss not exceeding a 25 decibel average in either ear at 1000, 2000, and 3000 cycles.
- e) Height and weight within acceptable limits in relation.
- f) Battery of psychological exams to determine that the individual meets the minimum standards for mental fitness required for a law enforcement officer.
- g) Oral Board and Polygraph review.
- h) Age - applicants must be 22 years of age. All applicants must be United States citizens but need not be Iowa residents at the time of application.

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Department of Public Safety.

Any position assigned to a detached assignment to the Commissioner's Office will remain in its current classification for the period of the detached assignment unless reclassification or other personnel action is taken. When the detachment ends, the duties of the position may be adjusted based on the needs of the State Patrol at the time the detachment ends.

Effective Date: 10/15 KF