



# CLASS TITLE | POLICE & FIRE TESTING COORDINATOR

PAY GRADE: AT-40 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 2552

Effective Date: 07/31/2024

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## \*\*\*PAY INCREASE OPPORTUNITIES OUTLINED BELOW\*\*\*

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**PURPOSE OF THE CLASSIFICATION:** Under direction is responsible for complex technical testing and selection work in a central personnel office, performs lead duties over assigned analysts and performs other related assigned duties.

### ESSENTIAL TASKS:

- Maintains testing, screening, and promotional procedures for all entry level and incumbent police officers and firefighters according to collective bargaining agreements
- Trains analysts in employment/testing procedures
- Leads one or more analysts in recruitment, testing and screening and interviewing duties related to sworn and nonsworn applicants engaged in both the initial employment and internal promotion process
- Monitors section budget and makes budget recommendations to management
- Reviews background questionnaires of applicants
- Administers assessment centers and written exams for promotional processes in coordination with consultants
- Writes RFP's and researches consultants and makes recommendations for testing contracts
- Researches, develops, implements, and coordinates procedures for various personnel processes and policies
- Conducts research into a variety of personnel issues and makes appropriate recommendations
- Participates and makes recommendations to various advisory boards
- Coordinates applicant information input into a computerized database
- Coordinates analyst in recruiting qualified applicants for City employment
- Coordinates specialized recruitment programs and job fairs
- Monitors and maintains various files, computer reports, and manuals
- Acts as a liaison with consulting firms on validation studies
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, or a social or behavioral science; **and**,
- (b) Four (4) years' experience in a high-volume personnel office relevant to the essential tasks listed in this job description; **including**,
- (c) One (1) year of responsible using testing and selection instruments.

**PAY INCREASE OPPORTUNITIES**

Employee will be eligible for the following proficiency increase opportunities upon completion of all criteria as described below. If an employee elects to compete proficiency increases, the opportunities must be completed beginning with the #1 in order. (However, an employee is not required to complete the two (2) proficiencies.)

**Increase Opportunity #1**

- Employee will be eligible for a 1 step increase for possession of the Professional in Human Resources (PHR), or Society for Human Resource Management-Certified Professional (SHRM-CP) certification; **and**,
- Twelve (12) months in the position.

**Increase Opportunity #2**

- Employees will be eligible for an additional 1 step increase for obtaining either the Senior Professional in Human Resources (SPHR), Society for Human Resource Management-Senior Certified Professional (SHRM-SCP), or completion of additional external related certification/training as approved in advance by the employee's manager; **and**,
- Eighteen (18) months in the position.

Knowledge, Abilities and Skills:

## Knowledge of:

- Considerable knowledge of the methods, practices, and techniques used in testing, and recruitment
- Considerable knowledge of the City of Tulsa Policies and Procedures
- Good knowledge of statistical analysis

## Ability to:

- Present ideas effectively verbally and in writing
- Complex statistical calculations as applied to a recruitment program
- Lead the work of others
- Understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding

## Skill in:

- Conducting in-depth interviews with job applicants

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 50 pounds; may be subject to standing, walking, sitting, reaching, bending, and handling; and vision, speech, and hearing sufficient to perform the essential tasks. Some positions may be required to stand for extended periods of time in all kinds of weather.

Licenses and Certificates: Possession of a valid class "D" Oklahoma Driver license



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**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather.

**EEO Code: N-02**

**Group: Clerical and Administrative**

**Series: Personnel Management**