



Classification: Administrative Analyst III

Title Code: V00763

Pay Range: 25

POSITION SUMMARY: This is a senior-level technical and supervisory position where the employee is responsible for work in the development, analysis, and evaluation of procedures, forms, records, communications, operations, and accreditation management. The employee receives general administrative oversight and is expected to exercise independent judgement and initiative in planning and handling assignments. The employee reports directly to a designated superior.

DESCRIPTION OF DUTIES PERFORMED (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Supervises and trains assigned personnel who are primarily responsible for coordinating agency directives and forms management.

Serves as the Administrator for PowerDMS platform directives and form workflows; for agency-wide electronic directive distribution; and for Accountability Portal publishing of agency policies.

Serves as the Coalition for the Accreditation of Law Enforcement Agencies (CALEA) accreditation manager and ensures standards are reflected in agency policy, to include making recommendations on policy and procedure changes corresponding to modified CALEA standards; and is responsible for the collection and quality control of all CALEA proofs.

Represents the Missouri State Highway Patrol in monthly Missouri Law Enforcement Accreditation Coalition meetings, and attends other meetings as requested.

Provides technical assistance and training to component personnel in assigned areas (e.g. PowerDMS, CALEA, etc.).

Coordinates with external inspectors on annual internet-based assessments for the agency.

Coordinates logistical arrangements for CALEA representatives' on-site assessments (e.g., lodging, travel, availability of agency personnel, etc.)

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of business English, spelling, as well as proper and effective use of grammar, punctuation, and sentence structure.

Thorough knowledge of agency accreditation standards and procedures.

Considerable knowledge of the principles of project management and the strategic planning process.

Considerable knowledge of the principles and practices of supervisory and management techniques.

Working knowledge of computer operating systems as they pertain to assigned duties.

Working knowledge of the agency's functions and their inter-relationships, to include MSHP's policies, procedures, rules and regulations.

Possess high-level skill in legal interpretation and policy development.

Possess good public speaking skills and the ability to interact with a variety of business professionals.

Must be skilled in time management techniques and prioritization.

Must possess excellent interpersonal skills to deal effectively with various personalities.

Ability to analyze, direct, and manage the implementation of special projects, assignments, and programs.

Ability to prepare and/or maintain reports, standards, policies, procedures, guidelines, and technical manuals.

Ability to gather, assemble, correlate, analyze, and interpret monthly statistics.

Ability to evaluate and modify internal procedures and systems.

Ability to work closely as a cooperative team and display professionalism and team leadership in the training and supervision of others, to include the monitoring and evaluation of others.

Ability to work independently in an organized, efficient manner and exercise independent judgement and discretion.

Ability to follow complex instructions and work within the pressure of regular deadlines.

Ability to demonstrate excellent management skills.

Ability to provide technical assistance and guidance in work methods and program procedures.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to perform job related travel.

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possession of a high school diploma or equivalent and one year as an Administrative Analyst II with the Missouri State Highway Patrol; or possess at least six years of technical or professional experience in public or business administration, including one or more years in the analysis and/or development of methods and procedures, or forms design.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.