



City of Tempe

POLYGRAPH EXAMINER I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	271	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$26.659615
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$35.990385
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Polygraph Examiner II+
<i>Drug Screen / Physical:</i>	Y	N	<i>EEO4 Group:</i> Technicians

DISTINGUISHING CHARACTERISTICS
<p>This is an entry level class in the Polygraph Examiner series. This class is distinguished from the Polygraph Examiner II+ because it is a training class. Employees in this class may have only limited directly related work experience and may not have the specific training and licensure required for the Polygraph Examiner II+.</p>

REPORTING RELATIONSHIPS
<p>Receives general supervision from a Police Sergeant or other supervisory or management staff.</p>

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	<p>Must have at least three (3) years of law enforcement service; or at least three (3) years of public or private sector investigative experience; or at least three (3) years of law enforcement polygraph examination and while 1. assigned to an investigative or background investigation unit; 2. responsible to investigate and bring criminal or similar cases to resolution; and 3. management of several cases or investigations at a time.</p>
<i>Education:</i>	<ul style="list-style-type: none"> ● Bachelor’s Degree from an accredited college or university. ● Must graduate from an education and training program that meets the accreditation standards of the American Polygraph Association (APA) in place at time of graduation, within six months from date of hire. ● Must complete not fewer than 200 actual polygraph examinations using a validated polygraph technique as taught at an American Polygraph Association (APA) accredited education and training program, within six months of graduation. ● Must meet the minimum standards of membership and maintain continuous membership with the American Polygraph Association (APA) upon classification as a Polygraph Examiner II+.

<i>License / Certification:</i>	Must possess and maintain a valid driver license.
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ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values and the Department's Five Key Initiatives. Obtain specific training and licensure required for the Polygraph Examiner II+, who conducts interviews and polygraph examinations pertaining to criminal matters; interrogate deceptive criminals and non-criminals.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and Department policies and procedures; show respect, tact, and courtesy in dealings with coworkers and the public; behave in a manner not to obstruct or hinder other employees from completing their duties; act in a safe manner and follow the City's safety procedures at all times.
- Be physically present to perform the duties of the position.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects up to 20 pounds (polygraph equipment and chair; numerous file folders);
- Operate City vehicles (passenger car);
- Climb stairways;
- Work in a stationary position for considerable periods of time;
- Operates computers, polygraph equipment, calculators and other office machines;
- Extensive reading and close vision work;
- Work in an office environment;
- Occasionally experience exposure to heat, cold, dampness, etc.;
- May require working extended hours;
- May work alone for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability

Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective Date November 15, 1988</i> <i>Revised August 2000 (create flex-class)</i> <i>Revised November 2001 (range adj due to market)</i> <i>Revised January 2002 (Title change)</i> <i>Revised June 2007 (qualifications)</i> <i>Revised October 2018 (update minimum quals, reporting relationship, essential job functions, duties, and physical/work requirements)</i></p>