

# Human Resource Department of The Church of Jesus Christ of Latter-day Saints

## Job Description

### Conditions of Employment for All Employees

- Temple worthiness.
- Regular attendance is required in a timely manner at the assigned location.

Note that the specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

<b>Job Title</b> Specialist, Investigation	<b>Date</b> 16 Feb 2000	<b>Code</b> 11640
<p><b>Purposes</b> Briefly describe WHY this position exists. What customers does this position serve? What do these customers expect from this position?</p> <p>Under the direction of the Manager of Investigations, provides professional investigative expertise, experience and support to the Security Department in supporting its responsibility to provide a safe, peaceful environment in which the mission of the Church may be accomplished, worldwide.</p> <p>How is SUCCESS Measured?</p> <p>Security issues and problems are handled professionally and appropriately so that a spirit of peace and safety is felt by employees, visitors, and General Authorities at Church headquarters and the mission of the Church moves forward without undue distraction or interruption.</p> <p>Briefly describe: (1) WHY work group exists; (2) HOW THIS POSITION ADDS to the successful completion of this purpose; and (3) How THIS POSITION connects to the overall purpose of the Department.</p> <p>Ensures satisfactory closure to security incidents and concerns at Church headquarters and elsewhere in the world through professional investigation, analysis and reporting of relevant facts. Provides reliable background information to decision makers on potential employees or key personnel. Insures a tranquil, peaceful environment is promoted in which the mission of the Church can be accomplished.</p> <p><b>Expected Results and Essential Functions</b> Starting with an action verb: (1) Briefly describe the expected results of successfully performing the tasks of this position, and explain how success is measured; (2) List EACH essential function of the position in order of its importance; and (3) Identify the materials, tools, rules, procedures, information sources, and so on that are regularly used to perform these functions. <u>List according to percentage of time spent performing each function.</u></p>		

### Percent of Time

- 65% With manager of section, ensures the most complex, sensitive and difficult security investigations are satisfactorily addressed through application of professional investigative techniques, skills, and analysis, worldwide.
- 15% Provides professional background investigations on potential Security Department employees and key employees of the Church by thoroughly and accurately checking all relevant information.
- 10% Establishes effective working relationships with other law enforcement and government agencies worldwide, through appropriate liaison efforts.
- 5% Maintains professional competency and ability to advise manager and other interested parties on current security/law enforcement trends and problems by monitoring domestic and international security situations and becoming knowledgeable about groups or individuals who are a threat to the Church. Keeps current and up to date on national and worldwide security problems as they might affect the Church.
- 5% Provides support and assistance to the Security Department on other security-related matters, special functions and activities, or administrative assignments, as assigned. Will supervise Investigations Section in absence of the manager.

**Know-How (Knowledge and skills required for acceptable job performance)**

List the specific kinds of

knowledge and skills required to perform the essential functions of this position in terms of formal education, specialized training, or prior experience or a combination. Consider both depth and breadth of knowledge and skills required. Identify minimum requirements for the position. Include any prerequisite positions that may be required for this position. Include any degrees, certifications, licenses, demonstrable skills, and so on that are required for the position.

Bachelors degree in Police Science, Criminal Justice, or other helpful disciplines for position. Twenty years seasoned law enforcement experience and leadership (with a local, or federal agency) in all facets of law enforcement, with the majority of this time in investigations. Experience in working with international law enforcement and/or government agencies. Strong leadership and interpersonal skills and experience. Sound judgement and reasoning ability. Unquestionable integrity and ability to deal appropriately with sensitive, confidential information. Ability to work well under pressure. Excellent verbal and written communication skills. Church ecclesiastical leadership experience and working knowledge of Church government. Emotional and physical capability to handle a variety of security-related incidents. Must pass a yearly physical agility test. Experienced in establishing professional law enforcement and other agency liaisons. Must have a current temple recommend and a record of faithful Church activity and maintenance of recommend. Special skills as determined by department.

**Human Relations Skills**

Identify the skills needed in this position related to interacting on a person-to-person basis with team members, peers, subordinates, managers, directors, managing directors, General Authorities, customers, vendors, and others to achieve the expected results, and indicate how frequently such interaction occurs at the most senior levels. Generally, skills may range from ordinary courtesy and reasonable effectiveness when dealing with others to focusing on motivating, persuading, or influencing others to act in ways in which they might not ordinarily act.

Excellent verbal communication skills. Professional in bearing and appearance. Works well with people, good listener. Able to gain confidence and trust of other people. Able to motivate others. Interactions with people must be tactful, courteous and helpful, maintaining excellent public relations at all times.

**Analytical Skills**

Intensity of mental processes required in identifying, defining, solving problems, and analyzing complex situations associated with this position.

**1. Challenges and Complex Situations**

Identify and describe any difficult challenges or complex situations that are routinely associated with performing the essential functions of this work assignment. Discuss the intensity with which these challenges and situations are identified, defined, and resolved as part of routine job functions.

Dealing effectively with sensitive or highly confidential matters which may involve General Authorities, Church employees, or other Church interests. Understanding domestic and international customs and statutes and resolving security issues without offense or embarrassment to the Church or the United States Government. Exercising sound judgement, decisiveness, tact, and poise in dealing with security problems, danger, and emergencies. Working effectively with ecclesiastical and Church department officials and other public agencies in addressing security issues. Ability to extract factual, reliable information from many sources and communicate it clearly and effectively to decision makers.

**2. Major Decisions and Challenges Normally Referred to Supervisor or Others**

Identify and describe the types of major decisions and challenges that are normally referred to the supervisor or others for resolution.

Consultation with manager, director, or managing director on issues which may become public or any other highly confidential or sensitive investigations, especially those affecting relationships with domestic and international government agencies and the Church's ability to function effectively.

**Accountability**

Responsibility of the position for an action and for the consequences of that action. Identify and discuss the degree of personal control a person in this position has over the normal job duties of the position, and what impact the position has on the end results.

Works closely with manager in sharing case load on major assignments requiring critical thinking, investigative skill, written and verbal communication skills, and analytical ability. Accountable with manager for the processes and conclusions in investigating and reporting security issues affecting the Church worldwide.

**Dimensions of Assignment**

Statistics indicating the impact of this position.

**1. Budget**

Amount for which this position is directly accountable

**2. Other Relevant Figures or Information**

(Discuss any unique aspects of this position that will help in understanding the nature of the work assignment.)

Annual Operating Budget	\$		
Annual Payroll (Excluding benefit dollars)	\$		
<b>3. Supervision</b>	# Reporting Directly to This Position	Titles of Positions Reporting Directly to This Position	#Reporting to Subordinates
Exempt Personnel	None		
Non-Exempt Personnel	None		
Church Service missionaries or Volunteers	None		

**Working Conditions, Physical Requirements, and Special Considerations** List the physical, mental, emotional skills, work locations, and any other special considerations needed to successfully complete the regular assigned duties of this position.

Incumbent must have the physical and emotional capability to effectively deal with security situations, including an understanding that physical harm to oneself may result in the performance of security duties. Security situations may include the physical restraint/removal of combative or abusive individuals, responding to panic or other alarms, effecting citizen arrests and conducting searches incident to these arrests. These activities may require running, jumping, climbing, pushing, lifting, etc. The incumbent may also have to provide occasional emergency first aid or rescue assistance such as climbing/running up to 28 flights of stairs in the high-rise in the event of a fire emergency and when performing emergency first aid or rescue procedures requiring lifting/carrying of injured victims. Must pass a yearly physical agility test consisting of a flexibility test, push ups, sit ups, and a 1 ½ mile run. Must pass yearly certifications in such areas as CPR, first aid, OC spray, ASP baton, defensive tactics, the use of other special equipment, plus demonstrate appropriate response to scenario role-plays in various security training exercises. Must abide by a missionary-type dress and grooming standard.

<b>Department</b> Security	<b>Division/Section</b> Confidential Services
<b>Title of Immediate Supervisor</b>	Manager
<b>Other Positions Reporting Directly to Immediate Supervisor</b>	

**Duties Being Added to the Essential Functions of This Position** Include new functions recently added or that will be added within the next six months.

Assignment of the most complex, sensitive, difficult cases.

**Source of These Additional Duties** Include other positions, new and expanded programs, and so on.

**Essential Functions Being Removed from This Position** Include functions recently removed and those that will be removed during the next six months.

Supervision responsibilities

**Where These Functions Will Be Performed** Indicate the positions that will now be performing these functions.

**Approval Signatures**

Prepared by	Date Prepared	2/16/00	
Human Resource Director	Date Signed	2/24/00	Managing Director Approval (initial), if required

**Job Evaluation**

<b>Grade Level</b> E25	<b>FLSA Status</b> X	<b>Exempt</b>	<b>Non-Exempt</b>
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Job Evaluation  
Approval

Date Approved

3/7/00