



# SPECIAL JOB NEWS

*Fairfax County Government is an Equal Opportunity/Affirmative Action  
Employer Committed to Diversity in the Workplace*



January 23, 2016

**POLICE MAJOR**  
**POLICE DEPARTMENT**  
**\$97,878 - \$159,433 (Grade O31)**  
**JOB ANNOUNCEMENT #16-00147**  
**Open January 23 – February 12, 2016, 5 p.m.**

**Duties:**

As a member of the Administrative Staff of the Police Department, provides broad scale direction of assigned staff towards the department's vision and goals.

- Participates in the department's strategic and workforce planning processes, including policy development and analysis.
- Directs development of strategic plans for sections under his/her supervision.
- Serves as commander of a major subordinate element of the Police Department (Bureau) involved in one of the primary functional areas of:
  - Patrol Operations;
  - Special Operations;
  - Criminal Justice Academy;
  - Criminal Investigations;
  - Resource Management;
  - Administrative Support;
  - Internal Affairs; and
  - may be required to serve as Duty Officer.
- Plans and directs all elements and associated functional areas in the bureau to which assigned.
- Manages bureau operations in a manner that produces cost effective results.
- Ensures bureau compliance with all Departmental rules, regulations, and general orders.
- Plans, analyzes and reviews matters that bear on the performance of assigned units.
- Ensures the appropriate allocation, deployment and leadership of assigned elements during local or regional crisis situations.
- Coordinates the administration of assigned units and functions with County officials, regional law enforcement officials at an equivalent command level and others.
- Certifies the timely and accurate preparation of correspondence, reports and statistics.
- Communicates with subordinates, and other commanders and superiors in a timely, clear and effective manner to facilitate integrated and coordinated actions in support of the Department.
- Performs all required accountability measures to ensure the Department is meeting all administrative and operational objectives.
- As directed, in close coordination with the Deputy Chief of Police, maintains contact with appropriate civic, business and residential groups. The appointee may be required to represent the Chief of Police at various meetings or public events.

**Minimum Qualifications:****Effective September 1, 2014, and until September 1, 2016**

Must possess at minimum an associate's degree from an accredited college or university, or currently enrolled in an accredited college or university with a minimum of 60 credit hours toward a bachelor's degree.

**Effective September 1, 2016**

Must possess at minimum a bachelor's degree from an accredited college or university.

Plus one year of experience as a Fairfax County Police Captain. Must be currently serving as a Fairfax County Police Captain as of February 12, 2016 to be eligible for examination for this rank.

**Preferred Qualifications:**

A bachelor's degree, nationally recognized senior law enforcement training, and further graduate level academic achievements.

**Selection Process:**

The process will consist of:

- A resume review;
- Applicants will participate in a panel interview;
- Based on the information provided on his/her resume and the panel interview, a resultant banded eligible list will be generated;
- Performance evaluations and disciplinary records will be reviewed and considered;
- An additional interview with the Chief of Police may occur prior to the final selection;
- Final selection will be made by the Chief of Police with consideration given to the candidate's placement on the eligible list, education, training, relevant experience, time in grade, assignments, and performance.

To be appointed, applicants must have completed one year at the rank of Captain with the Fairfax County Police Department, meet Class "A" medical standards, and be free of any disciplinary actions that impact promotional ability, including but not limited to, any **sustained truthfulness violations**.

The provisions of **General Order 001, Section VII prohibit the promotion of any employee who possesses a sustained ethics, integrity, and/or truthfulness violation**. Additionally, the Chief of Police has authority as promulgated by the Fairfax County Personnel Regulations to de-certify and/or not select candidates as specified in Chapters 5, 6, 7, and 8. Final selections will be made by the Chief of Police with consideration given to the candidate's assessment center ranking, education, and experience and job performance.

**Panel Interview Dates**

The panel interviews will be held on **February, 25, 29 and March 10, 2016** at the Massey Building. Applicants will be able to self-schedule for a date and time for an interview via NeoGov, after the job announcement closes.

Personnel rules provide that an eligible list be for a term of one year unless extended by the Director of the Department of Human Resources, but in no case shall the list be in effect for longer than three years. It is anticipated that the promotional eligible list established from this process shall be utilized for appointment purposes for a two-year period unless re-announcement is requested by the Chief of Police, in a shorter period, and the Department of Human Resources concurs in this decision.

**Application Procedure:** All applicants must apply for promotional opportunities using the NeoGov online applicant tracking system to submit an application to sit for this examination.

To access promotional opportunities you may go through: [fairfaxNET](http://fairfaxNET), and click “Apply for a Job” or <http://www.fairfaxcounty.gov> and go to “Jobs” and then “Apply for a Job” to submit an application to sit for the examination.

If you do not have an account, you will need to click “Create an Account” and follow the step-by-step guide. To apply for a job, you must complete your basic profile. You can expedite the process by importing a resume from LinkedIn or by uploading an existing file.

You will complete a series of steps, including answering questions about your qualifications and experience. Once your application is complete, click on “Proceed to Certify and Submit” and then “Accept and Submit.”

**Note: In order for you to certify as eligible to participate in this examination, you must enter a complete and accurate resume and you must complete the supplemental questionnaire. The application must include positions held, work assignments, dates of employment, a description of job duties, and a list of current certifications including the required certification(s) for the higher rank, if required.**

Applicants who need assistance with the Government Jobs application process are welcome to visit HR Central, where staff will help you to establish an account and get your resume into the system. HR Central is located in the Government Center at 12000 Government Center Parkway, Suite 270, Fairfax, Virginia 22035. Call 703-222-5872 for more information.

*Fairfax County is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status. Reasonable accommodations will be considered on a case-by-case basis; **all requests must be submitted two weeks in advance of the exam date.** A request for reasonable accommodation during the selection process should include a Reasonable Accommodation Request Form found at the following link: [http://fairfaxnet.fairfaxcounty.gov/Dept/DHR/Admin/PROMEMS/PP39-04\\_Reasonable.pdf](http://fairfaxnet.fairfaxcounty.gov/Dept/DHR/Admin/PROMEMS/PP39-04_Reasonable.pdf). Submit the accommodation request to Thomas Klus at [Thomas.Klus@fairfaxcounty.gov](mailto:Thomas.Klus@fairfaxcounty.gov).*

**Closing Date:** All applicants must create their resume and apply for this position online using NeoGov no later than 5:00 p.m. on **February 12, 2016**.