

Market Range Detail - Polygraph Examiner Supervisor

Effective Date

January 4, 2016

Market Range Title Description

PURPOSE STATEMENT

This position is responsible for providing expertise of Polygraph services for the Sheriff's Office; to manage, supervise and direct the administrative and technical functions of the Polygraph Unit in accordance with AZPOST standards.

PRIMARY DUTIES

- Maintain Office policy and monitor quality control of polygraph examinations
- Supervise polygraph and administrative staff; complete Employee Performance Appraisals; mentor staff and apply disciplinary actions when needed
- Prepare schedule of assignments for examinations
- Review examinations conducted by Polygraph Examiners; review case files
- Review applications and conduct interviews for hiring of new employees; train Examiners
- Compile data and prepare reports
- Act as a Liaison for the Office
- Supervise and assist in maintenance of polygraph equipment
- Screen other agency requests
- Participate and assist employees as needed in the administration of exams
- Perform other duties/tasks as assigned by the supervisor or Commander
- Be present at work site to perform assigned tasks at the time and date scheduled/assigned by the supervisor

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$30.53	\$37.39	\$44.25

Likely Minimum Qualifications

- 2 years progressively responsible experience as a Polygraph Examiner.
- The minimum level of education is the completion of requirements for certification by an approved polygraph school.

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.