

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 003523
Grade 21**

BACKGROUND SCREENING SPECIALIST

DEFINITION OF CLASS:

This is investigative work providing pre-employment background investigations screening of potential employees support in the Police Department and other functional areas at the department/agency/division or other comparable organization level. Personal contacts include managers and employees both within and outside the department/agency to which an employee is assigned for the purposes of conducting extensive background checks on perspective applicants for employment in the Police and other departments of Montgomery County. These contacts are generally of a cooperative nature and require coordinating information and actions with others in order to determine the applicant's suitability for employment in certain positions. Employees in this class provide limited direct assistance to the public.

An employee in this class works under the general direction of a higher level supervisor and is responsible for conducting background investigations and specializing in obtaining pertinent information through criminal background checks on a statewide and national level; past employment and background history information; Department of Motor Vehicles (DMV) history; credit reports; drug screening history, domestic violence, etc. This work requires a wide range of knowledge encompassing both administrative and investigative processes of the County Government and knowledge of pertinent human resources program. An employee independently plans and carries out work assignments provided by the supervisor in accordance with established policies, but consults the supervisor when unusual situations arise to both seek guidance and to alert supervisor to the situation. Work is reviewed upon completion for technical soundness and conformance to policy. While guidelines are available in the form of department policies practices and procedures they do not always apply to work assignments; many assignments of an employee in this class are unique and may require deviation from and/or modification of existing guides. The work performed by an incumbent in this class has an impact on the operation of the department/agency hiring and retention decisions. Work is sedentary in nature, performed in an office environment and does not involve significant exposure to hazards.

EXAMPLES OF DUTIES: (Illustrative Only)

- Conducts background investigations for candidates for police officer and civilian positions, including executive staff county positions.
- Provides employment clearance for applicants to be placed in police jobs; provide information to aid in making suitability determinations.
- Collects and analyzes information and data on assignment and prepares complex reports used to determine suitability and eligibility for employment in certain positions.
- Conducts research and prepares reports, usually requiring compilation and analysis of data.
- Handles confidential information with care and discretion; observes the privacy Act.
- Establishes work priorities and coordinates them to meet deadlines in order to assure an efficient workflow.

- Represents the department/agency at meetings, hearings and conferences as required. Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of procedures and operations necessary to investigate the employment and other background information on applicants for certain County government positions.
- Knowledge of personnel principles and practices sufficient to conduct pre-employment background inquiries.
- Knowledge of the methods, principles and techniques associated with research, data collection and report writing.
- Ability to analyze and interpret data and write reports.
- Ability to deal tactfully and equitably with people and to effectively communicate.
- Ability to use personal computers and applications necessary to collect and analyze data, and display this information using modern information technology.
- Ability to attend meetings or perform other assignments at locations outside the office as necessary.

MINIMUM QUALIFICATIONS:

Experience: Two (2) years of investigative experience related to police or employment background inquires work or directly related field to the assignment.

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE: None

PROBATIONARY PERIOD:

Individuals appointed or promoted to a bargaining unit position class will be required to serve a probationary period of six (6) months. Individuals appointed to a non-bargaining unit position in this class will be required to serve a probationary period of twelve (12) months, or if promoted to a non-bargaining unit position, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review. Positions assigned to Fire and Rescue require Medical History Review with Drug/Alcohol Screen.

Class Established: October, 2010

Revised: August, 2013

October, 2014

Revised: Medical Protocol per OMS Review: October 2022