



## Citrus Heights Police Department



### Police Communications Supervisor \$61,173 - \$73,408 annually Open and Continuous; Actively Screening and Interviewing as Received

Working at the Citrus Heights Police Department is all about character. Our reputation and ability to effectively serve is built on the words, actions, and habits of our people. As a new organization, we have deliberately constructed a character-based culture as the foundation of a premiere professional police agency.

At CHPD, we have created something out of the ordinary. The Citrus Heights Police Department is the place for you if you seek a destiny of excellence surrounded by professionals of high character. This is our mission. Do you have what it takes? Then join us ... at CHPD, it's all about character.

#### The Position

The Police Communications Supervisor is the first line supervisory position responsible for planning, organizing, directing, and supervising the work of approximately seventeen Police Dispatchers in the operation of a 24-hour 9-1-1 Dispatch and Police Communication Center. The position will report directly to the Support Services Manager, a non-sworn division manager with a direct report to the Chief of Police. If you join our team, you will work with highly skilled team members, each with an average of over eleven years of experience.

The Police Communication Supervisor is a management level position in the department that receives generous management benefits. In addition, the position will be part of the department's non-sworn and sworn management team. Being on the Police management team, the position will have an important role and voice in the development of policies, procedures, and the management of various operations in the Communications Center and the Police Department. The position will normally work a 4/10 schedule which may include weekends, but be scheduled off regularly-observed holidays. However, the position may be required to work a different schedule in order to monitor and supervise the overall needs of the Communications Center. This position is exempt under FLSA, but it is not an "at-will" position.

#### Ideal Candidate

- Possesses proven ability to organize, implement and direct Dispatch and Police Communication Center operations and activities.
- Stays current with technology used in voice, data, 9-1-1, CAD, RMS, and MDT/MFR communication and information systems.
- Demonstrates self-initiative and leadership abilities.
- Relishes innovation and thinks progressively.
- Thinks clearly and acts quickly and decisively in emergency situations, while remaining calm.
- Listens actively; uses effective questioning techniques; expresses him/herself in English in a clear and understandable manner when speaking.
- Focuses work effort to carry out the City's Customer Service philosophy of actively listening, addressing customers' concerns, and providing services at a level that exceeds customer expectations.
- Thrives in a team environment that encourages cooperation, communication, and mutual sharing of risk, responsibility, and reward.
- Identifies and generates "a better way of doing things" by viewing issues or problems as opportunities for improvement rather than as obstacles.
- Treats all individuals encountered, equally and with respect, basing actions on honor and ethics.

#### Compensation and Benefits

**\$61,173 - \$73,408 annually.** The City's Pay-for-Performance system recognizes employees for their accomplishments and compensates them with a blend of annual base salary increase and annual incentive award (bonus). This unique system replaces the step system and annual COLA. You will have the ability to differentiate yourself and your related compensation. This unique and powerful system is a core component in the City's compensation system.

The City offers first class benefits, including: 100% City-paid CalPERS retirement (2.7% @ 55); 136 hours of Annual Leave (to be used for vacation or sick time); 40 hours of Long Term Medical Leave; 14 paid holidays; \$1,356 monthly City contribution for toward health insurance for 2009 and if alternative health care coverage is demonstrated, a \$500/month cash-out may be added to salary or deferred compensation; and fully paid dental, vision, life, and long-term disability insurance. The City does not participate in Social Security but does participate in Medicare and State Disability Insurance (SDI).

The Police Communications Supervisor is not an at-will position but is a member of the Police management team. Generous management benefits include 80 hours of Management Leave which may be cashed out each year, a \$100,000 life insurance policy, and up to a 3% City matching 457 deferred compensation contribution. More detailed information about the City's benefit program is available at [www.joinchpd.net](http://www.joinchpd.net).

**One-Time Recruitment Incentive** – The City is offering to all individuals hired into police specific positions an Annual Leave accrual rate based upon their years of service with their current public sector, law enforcement employer. In addition, a \$1,500 relocation assistance award will be made to individuals who currently live more than 60 miles from the City of Citrus Heights and relocate closer to the City.

# Citrus Heights Police Department - It's All About Character

## Minimum Qualifications

A summary of the minimum qualifications for the position is listed below. The City reserves the right to select applicants for further consideration who demonstrate the best qualifications' match for the job. Meeting the minimum qualifications requirements does not guarantee an applicant an invitation to the next step(s) in the selection process. Only the most qualified applicants as determined by the City will be invited to the next step(s) of the selection process. Additional information is available in the job description which is available on-line or by request.

Minimum Qualifications	
Experience and Training	Four years of police dispatching experience similar to the Police Dispatcher II in the City of Citrus Heights, including one year of lead responsibility.
Education	Equivalent to completion of the 12 <sup>th</sup> grade.
License	May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.
Certificate	Possession of a California P.O.S.T. Public Safety Dispatcher Basic Certificate.

## Application Process

To be considered for this position, you must submit a completed, official City Employment Application **and** responses to a Supplemental Questionnaire. If you do not complete and submit all required information, your application may be disqualified from further consideration. You are encouraged to submit a resume and cover letter in addition to the required materials, but these may not be substituted for the required materials.

- **ON-LINE APPLICATION:** You may apply on-line by visiting [www.CalOpps.org](http://www.CalOpps.org) to complete the City Employment Application and Supplemental Questionnaire. A cover letter and resume may be included as part of the on-line Employment Application under the heading "Additional Experience."
- **HARD COPY APPLICATION:** You may obtain a hard copy Employment Application and Supplemental Questionnaire by visiting <http://jobs.citrusheights.net> and downloading these materials, or you may request these materials by calling the City's Recruitment Hotline at (916) 727- 4900. Submit hard copy application materials to: City of Citrus Heights; Attention: HR – Police Communication Supervisor Recruitment; 6237 Fountain Square Drive; Citrus Heights, CA 95621. **No postmarked, faxed, or e-mailed materials will be accepted.**

## Schedule and Examination/Selection Process

All application materials will be carefully reviewed. Those candidates whose experience and training most closely match the City's needs will be scheduled to be interviewed by the Police Chief and/or designee, and/or a formal interview board may be utilized. The finalist(s) will be required to complete a complete a CA P.O.S.T. Personal History Statement and will be subject to a polygraph examination and background investigation using P.O.S.T. guidelines (<http://www.post.ca.gov/selection/>). Upon receipt and review of the background report, a conditional offer of employment may be made, and the final candidate must then pass medical, drug/alcohol screening, and psychological examinations conducted by a City-appointed physician.

## Method of Communication

- Primary communication regarding your status relative to this recruitment will be by e-mail; applicants are solely responsible for monitoring their e-mail communication messages and systems.
- Applicants are solely responsible for informing the City of changes in contact information, including but not limited to e-mail addresses, mailing addresses, post office boxes, and telephone numbers.

## Additional Information

You may obtain additional information about this recruitment at <http://jobs.citrusheights.net>, or email [hr@citrusheights.net](mailto:hr@citrusheights.net), or call Human Resources at (916) 727- 4900.

*This listing is solely for the purpose of announcing job opportunities and does not constitute a contract, expressed or implied; provisions contained herein may be modified or revised without notice.*

*The City of Citrus Heights is an Equal Opportunity Employer and does not discriminate against qualified employees or applicants because of race, color, religion, medical, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Family Rights Act (CFRA), and federal laws including the Americans with Disabilities Act and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation. Under federal law, all job applicants must prove authorization to work in the United States at the time of job offer.*