



City of Hollister

Human Resources

327 Fifth Street

Hollister, CA 95023

INVITES APPLICATIONS FOR: **POLICE SERVICES SUPERVISOR**

\$1,937.93 - \$2,034.82 - \$2,136.56 - \$2,243.40 - \$2,355.56

(Bi-Weekly Salary)

Final Filing Date: Friday, April 14th, 2017, by 4:30 p.m.

This is an open recruitment. Qualified candidates from the public and qualified career City employees are encouraged to apply. The current Police Services Supervisor position vacancy is within the **Police Department**.

The eligibility list that is developed from this recruitment process may be used to fill future vacancies in the Police Services Supervisor classification or in similar classifications.

Position: Under supervision to supervise, assign, review and participate in the work of staff responsible for providing police record keeping and parking enforcement within the Police Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

Qualifications: Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

Experience: Three (3) years of responsible clerical experience, including one (1) year of police records work.

Training: Equivalent to successful completion of the twelfth grade. (GED or High School Graduation) supplemented by specialized training in personnel supervision, and in the area of assignment.

Physical and Other Requirements: Applicant must be at least 18 years of age.

Must possess the strength and physical ability necessary to perform the essential functions of the position.

Special Requirements: Essential duties require the following physical skills and work environment:

Ability to pass a records check and fingerprinting.

Ability to work in a standard office environment.

Other: Bilingual skills are desirable.

License & Certificate: Possession of a valid California driver's license.

Examples of Duties: Supervise the work of the clerical and parking enforcement staff, including assignment of specific areas of responsibility. Review all police reports submitted; check for accuracy of coding, warrant information, property listing, dates and status; follow up with officers on problems identified. Plan, prioritize, assign, and review the work product of subordinate staff responsible for providing police record keeping and parking enforcement within the Police Department. Assist in the implementation of goals and objectives; establish schedules and methods for providing police records services; implement policies and procedures. Participate in the selection of clerical and parking enforcement staff; provide or coordinate staff training; work with employees to correct deficiencies; recommend discipline procedures. Operate various office equipment, including a computer, fax machine, copy machine, printer and typewriter. Using the above equipment, enter, records and file a wide variety of police records, reports and materials, including memos, letters, reports, complaints, citations, crime reports and traffic collision reports. Prepare various reports on operations and activities; assemble, code, record and summarize a variety of police record data, including serious crime offenses, stolen vehicles, traffic collision reports and other crime reports. Review requests for information and develop determinations as to its release in accordance with established regulations; provide general information regarding Department policies, procedures and regulations to the public. Perform related duties and responsibilities as assigned.

How to Apply: A formal City Employment Application is required at the time of filing and may be obtained from the **City of Hollister, Human Resources Division: 327 Fifth Street, Hollister, CA 95023, PH: (831) 636-4301 x24.** Applications must be received in the Human Resources Division Office **by 4:30 p.m. on, Friday, April 14th, 2017.** May download application: www.hollister.ca.gov. Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form. Faxed applications will not be accepted.

Hiring Process: Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel. Candidates successfully completing the selection process will be placed on an eligibility list. Candidates will be drawn from this list and must submit to and pass a background investigation including a polygraph examination. Appointment will be made from the eligibility list. A six (6) month probationary work period is required.

Conditional Offer of Employment: Prior to employment, the selected candidate must pass a psychological evaluation and post-offer medical and physical examination and drug screen. Candidates are requested to defer notification to their present employers until successful completion of all components specified as part of the City's Conditional Offer of Employment.

Equal Opportunity/Affirmative Action: The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

Group Insurance: Employee premiums paid by City through a cafeteria style program for medical, dental, vision, life and long term disability insurance. Employees have a choice of a variety of medical plans offered through PERS Health. Generous City paid contributions are made toward dependent coverage for medical, dental and vision insurance.

Retirement: The City contracts with the California Public Employees Retirement System (CalPERS). The City's Retirement Formula for Classic Members as defined by the Public Employee's Pension Reform Act (PEPRA) is 2% at Age 60. All new Employees as defined by the Public Employee's Pension Reform Act (PEPRA) are subject to the CalPERS 2% @ Age 62 Retirement Formula. Employees pay a specified amount of the Employer and Employee Contributions with the City paying the remainder.

Vacation Leave: 10 days per year, increase to 15 days per year after 3 years, increase to 20 days after 7 years, increase to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.

Holidays: Twelve and a half (12 ½) paid holidays per year.

Sick Leave: Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision for partial cash pay out of accumulated sick leave upon retirement with ten years of service or more.

IRS Flexible Spending Plan: IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums and dependent care expenses.

Life Insurance: City pays \$50,000 Life & AD&D Insurance.

Bilingual Pay: City pays \$125 per month upon assignment.

Deferred Compensation: Optional Voluntary 457 Plan available.

Other Benefits: Education/Tuition reimbursement, Employee Assistance Program (EAP), Longevity Pay, Professional Development Incentive and credit union privileges.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

DATE OF NOTICE: March 2, 2017