

City of Suisun City is an equal opportunity employer



Suisun City, California



PUBLIC SAFETY DISPATCH / POLICE RECORDS SUPERVISOR

\$45.64 – \$55.48/Hour DOQ *

Plus, Excellent Benefits!

Closing Date: August 26, 2024

Oral Board Interviews will be scheduled during the week of 9/2/2024

THE DEPARTMENT: The Suisun City Police Department is a progressive and proactive law enforcement agency. As a result of its proximity to neighboring jurisdictions, the employees of the Suisun City Police Department remain extremely busy as they address the needs of the community. Candidates interested in testing for this position must be prepared to take on the challenges of a fast-paced work environment serving both the Police and Fire Departments.

THE POSITION: Under the direction of the Police Support Services Manager, acts as working first-line supervisor overseeing and participating in the preparation, processing, storing, retention, and disposition of police records and property and evidence, and the police and fire dispatching functions; supervises, assigns, reviews, and participates in the work of staff responsible for providing assigned Police Department support services and activities; ensures work quality and adherence to established policies and procedures.

IDEAL CANDIDATE: Candidates that are successful in this position demonstrate a strong commitment to public service and customer service, possess the qualities required to deliver the highest level of service with honor and integrity, possess excellent judgment and decision-making skills, and have a desire to work in a fast-paced environment.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

DUTIES:

- Plans, organizes, assigns, supervises, reviews and participates in the work of assigned staff in Police Department support services functions including dispatch, records, and property/evidence; assists in the development and implementation of new and revised policies and procedures; reviews and approves work schedules including time off and authorizing timecards.
- Receives, classifies, and prioritizes incoming calls to the dispatch center including 911 calls and business line calls received from citizens requesting service or information; operates a variety of public safety communications equipment including 911 emergency telephone equipment, computer aided dispatch systems, and multi-channel radio systems; dispatches police and fire units and personnel.
- Evaluates response necessary as dictated by a given request for service; determines nature, location, and priority of calls; operates computer aided dispatch system to create calls for service within response criteria guidelines; assigns and dispatches appropriate police, fire, or other emergency vehicles, equipment, and personnel in accordance with policies and procedures; transfers calls to other appropriate agency in accordance with established procedures; obtains and dispatches other support services as necessary.

QUALIFICATIONS, EDUCATION & EXPERIENCE GUIDELINES: Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A high school diploma or equivalent. A Bachelor's degree from an accredited college or university with major course work in public administration, law enforcement, or related field is desirable. Additional specialized training in law enforcement, criminal justice, or a related field is desirable.

Experience:

Four years of increasingly responsible experience in providing police and fire dispatch services and experience in police records preparation, processing, maintenance, and dissemination is highly desirable.

License or Certificate:

Possession of a Class C California driver's license.

Possession of a P.O.S.T. Basic Dispatch certificate

Successful completion of the P.O.S.T. Communications Training Officer course.

Successful completion of the P.O.S.T. Records Supervisor course is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

BENEFITS:

- **Medical Insurance** - The City pays for medical coverage up to current Kaiser Permanente Family rate. Employees covered by another insurance plan may be eligible for a cash payment up to \$700 per month in lieu of enrolling in the City's health plans. The City offers IRS Section 125 benefits plan for dependent care and healthcare reimbursement accounts. Vision and dental insurance options available at competitive rates.
- **Retirement** - Public Employees Retirement System (CalPERS) of 2% @ 55 for Classic Employees, or 2% @ 62 for new employees subject to the California Public Employees' Pension Reform Act (PEPRA) of 2013. The City does not participate in Social Security, but does withhold for Medicare, in accordance with federal law.
- **Longevity** - 3% at 5 years; 3% at 10 years (total of 6%).
- **Incentive Pay** - 2% POST Basic Certificate.
- **Life Insurance** - Fully City-paid life insurance of \$200,000 for employee only.
- **Deferred Compensation Plan** - City contributes match up to \$100 per pay period up to \$2600 per fiscal year into Deferred Compensation Plan.
- **Tuition Reimbursement** - Up to \$1000 per fiscal year.
- **Paid Leave** - 96 hours of sick leave, and 80 hours paid vacation per year for the first five years of service, increasing over time; 4 hours of paid holiday leave accrued per pay period in lieu of time off for legal holidays plus 8 hours accrued for Juneteenth holiday.
- **Uniform Allowance** - \$900 per year.
- **Alternative Work Schedule** - The standard Police Department dispatch work schedule is 3/12.

APPLICATION/SELECTION PROCEDURE: The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, please go to www.Suisun.com/careers and select the appropriate link. Resumes will not be accepted in lieu of the City's official application form but should accompany the application. All applications and resumes will be reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of the most highly qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

IMMIGRATION REFORM & CONTROL ACT: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.