



CITY OF SUNNYVALE
Department of Human Resources
505 West Olive Ave., Suite 200
Sunnyvale, CA 94086

<https://sunnyvale.ca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Public Safety Officer Academy Attendee/Graduate**

An Equal Opportunity Employer

SALARY

\$53.99 - \$62.50 Hourly \$112,299.20 - \$130,000.00 Annually

OPEN DATE: 09/03/21

CLOSE DATE: Continuous

THE POSITION

PUBLIC SAFETY OFFICER ACADEMY ATTENDEE/GRADUATE
Typical placement is made at the first step of the salary range

- Upon successful completion of the Public Safety Officer Academy Attendee/Graduate requirements, incumbents promote to Public Safety Officer I (\$117,913 - \$136,499).
- Upon successful completion of all phases of training, members of the Public Safety Officer I classification promote to Public Safety Officer II (\$124,775 - \$155,457 annually).
- This position has an excellent benefit package, including 2.7% at 57 retirement plan.

Under immediate supervision of a Public Safety Lieutenant or Captain, either currently attends the California POST Basic Academy and is learning to perform a wide range of public safety work involving the protection of life and property including law enforcement, crime prevention, fire suppression, rescue, and basic life support activities; or has graduated from the California POST Basic Academy within the last 12 months; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The position of Public Safety Officer Academy Attendee/Graduate is the training level classification for general police and fire work for those incumbents not affiliated with an agency and currently enrolled in a police academy. Incumbents are not sworn personnel and are generally in this classification until successful completion of the police academy. Assignment to this classification is temporary. If incumbents do not successfully complete a police academy, they will be terminated.

Incumbents hired after the graduation from the California POST Basic Academy are not sworn personnel and are generally in this classification until they are promoted to Public Safety Officer I.

Public Safety Officer Academy Attendee/Graduate is distinguished from the higher-level Public Safety Officer I in that the latter is a sworn position where incumbents continue training for both police and fire duties. Incumbents must successfully complete the police academy prior to being promoted to the classification of Public Safety Officer I.

ESSENTIAL JOB FUNCTIONS

(May include, but are not limited to, the following):

- Continued attendance and/or successful completion of the police academy to prepare for position of Public Safety Officer I.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push equipment and bodies weighing up to 165 pounds, the ability to run continuously for 500 yards and climb 6 foot high fences is also required. When in the field, positions are required to walk and stand during emergency situations, including on uneven and slippery surfaces; wear police officer and firefighter clothing and carry equipment; climb ladders and work from elevated positions and enter confined spaces wearing appropriate breathing apparatus. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS

Education and Experience:

The minimum qualifications for education and experience can be met in the following way:

Attendees:

Completion of 45 semester or 67 quarter units from an accredited college or university, AND

Current attendance at a California POST Basic Academy with a minimum POST T-Score of 48.

The completion of 60 semester or 90 quarter units from an accredited college or university is required by the date of graduation from a California POST Basic Academy.

Graduates:

Associate's degree or 60 semester or 90 quarter units from an accredited college or university, AND

Graduation from a California POST Basic Academy within the previous 12 months with a minimum POST T-Score of 48.

Knowledge of:

- Basic principles of electricity.
- Principles of physics, chemistry of fire, and mechanics.
- Weights, measures and capacities.
- Office methods, procedures, software and equipment.
- Principles and practices of good customer service.
- Principles and practices of effective interpersonal communication.

Ability to:

- Learn to apply principles and practices of law enforcement and fire protection.
- Learn to interpret and apply department policies and procedures and related State and Federal laws.
- Learn to perform firefighting, emergency response, and rescue and medical aid duties in response to calls for service.

- Write clearly, accurately, concisely, legibly and with correct English grammatical construction and spelling.
- Learn to safely use firearms and other modern police equipment and communication and information systems related to law enforcement.
- Make basic mathematical calculations as they relate to the essential functions of this position.
- Plan and present material orally to diverse groups.
- Read and interpret complex documents in English.
- Sketch such things as crime scenes and accident scenes.
- Observe, assimilate, remember and recall pertinent facts and details.
- Read maps and mapped information.
- Apply selected learned knowledge in collecting, organizing and analyzing a variety of information.
- Speak with a wide variety of people, using tact, self-restraint, judgment, and strategy.
- Make quick and reasonable decisions under stressful emergency situations.
- Perform routine, repetitive work to completion.
- Exercise self-restraint and good judgment.
- Visually identify and accurately distinguish colors between various visual inputs at long and short ranges and in dark and smoky environments.
- Accurately identify and distinguish between colors.
- Hear and comprehend auditory inputs in radio transmissions, long range conversations, commands, and cries for assistance when obscured by background noises.
- Detect and distinguish the smell of different materials/chemicals, smoke/fires, and toxic gases.
- Speak in an understandable voice during in-person and radio conversations, to project voice, and to be heard over background noises.
- Operate a computer using word processing and business software and other office equipment.
- Understand and follow written and oral instructions.
- Communicate effectively, orally and in writing.
- Establish, maintain and promote positive and effective working relationships with employees, other agencies and the public.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Exercise tact and diplomacy in dealing with sensitive, complex and political situations.
- Use a Self Contained Breathing Apparatus (SCBA)
- Observe safety principles and work in a safe manner.

Willingness to:

- Adhere to ethics of law enforcement as stated in the "Law Enforcement Code of Ethics".
- Enforce all laws, policies and procedures regardless of personal ethics or feelings.
- Comply with department grooming standards and wear a uniform furnished by the department.
- Carry and use approved weapons, including (but not limited to) firearms and batons, if justified by laws, policies, and procedures.
- Take the life of another, if justified by laws, policies, and procedures.
- Work in, around, or with severely decomposed, burnt, or dismembered bodies.
- Train citizens as well as other employees.
- Work irregular hours, irregular days, overtime, weekends, holidays, variable shifts, evenings, on-call and 24-hour shift.
- Work at any location in the city on short notice.
- Attend meetings or classes both on and off duty.

Licenses/Certificates:

Possess and continued maintenance of a valid class C California driver's license and a safe driving record.

DESIRABLE QUALIFICATIONS

- A Bachelor's degree from an accredited college or university in criminal justice or related field.

SPECIAL REQUIREMENTS:

- Must be 21 years of age at time of application.
- Must provide letter from California POST Basic Academy verifying current enrollment or graduation.
- Must provide proof of T-Score.
- Must successfully complete a post-offer physical exam paid for by the City.
- Must successfully complete an extensive background check.

Individuals who have been eliminated from a hiring process, either as a result of a background investigation or as the result of any psychological interview, are ineligible to re-apply until an 18 month period has elapsed since the final filing date of the last recruitment for which they have applied.

APPLICATION AND SELECTION PROCESS

APPLICATION PROCESS

If you are interested in this outstanding opportunity, you must complete the following steps.

At time of application:

- Academy Attendees must have:

Completion of 45 semester or 67 quarter units from an accredited college or university, AND possess a valid Class C California driver's license with a safe driving record or driver's license from another state with a safe driving record.

Current attendance at a California POST Basic Academy with a minimum POST T-Score of 48.

The completion of 60 semester or 90 quarter units from an accredited college or university is required by the date of graduation from a California POST Basic Academy.

Academy Graduates must have:

Associate's degree or 60 semester or 90 quarter units from an accredited college or university, AND Graduation from a California POST Basic Academy within the previous 12 months with a minimum POST T-Score of 48.

Submit a completed City of Sunnyvale application packet, which consists of:

- Supplemental Questionnaire;
- **Physical Agility Requirement:** Current (dated within one year of application) Work Sample Test Battery (WSTB) results;
 - Click here for more information about the WSTB: [WSTB FAQs](#)
 - Click here for [WSTB Physical Agility Practice Session Information](#)
 - Click here to view [WSTB Physical Agility Test locations, dates and times](#)
- **Driving Record Requirement:** Current (dated within the last 30 days) [Department of Motor Vehicles \(DMV\).printout](#). If you are an out of state applicant, please submit a current (issued and printed within 30 days prior to application) copy of your state's DMV printout. You will be required to possess and present a valid California Class C driver's license at the time of appointment. Click here to [request your driver record](#).

An electronic application may be submitted through the City of Sunnyvale website at sunnyvale.ca.gov. **Please note: incomplete application packets will not be accepted.**

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, qualified candidates will be invited to participate in the examination process, which may consist of an oral examination at a date to be determined. (Note: The examination process may be changed as deemed necessary by the Director of Human Resources).

SELECTION PROCESS

Those candidates pass the oral exam interview will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. Top candidates on the eligibility list will be referred to the Department of Public Safety for the selection process, which will include oral interview(s), a comprehensive background history check, a polygraph test, a post-offer psychological and medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination.

Individuals receiving offers of employment are required to provide either proof of a completed COVID-19 vaccination or receipt of a negative COVID-19 test within 7 calendar days prior to their start date. Individuals receiving offers of employment from the City who do not comply with this policy will have their offer of employment rescinded.

INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate, selected by the hiring department to move forward in the process will be required to submit proof of education (i.e., original copy of the diploma or college/university transcripts) at the time of the exam.

ADDITIONAL INFORMATION

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://sunnyvale.ca.gov>

OR

505 West Olive Ave., Suite 200,
Sunnyvale, CA 94086

EXAM #21-00162

PUBLIC SAFETY OFFICER ACADEMY ATTENDEE/GRADUATE

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Public Safety Officer Academy Attendee/Graduate Supplemental Questionnaire

- * 1. As part of the City of Sunnyvale's employment application for the position of Public Safety Officer Academy Attendee/Graduate, the following supplemental questions are required as part of your application packet. The supplemental information that you provide will be evaluated along with your completed application and other required materials. All information that you submit as part of your City of Sunnyvale application packet is subject

to verification. It is to your advantage to respond openly and completely. You are responsible for the accuracy of the information on this form. If it is determined that the information you have provided is inaccurate or incomplete, you will be disqualified for the subject issue(s) and for dishonesty during the background investigation. This is a serious matter to the City because honesty and integrity are imperative in public safety positions. If you do not understand a question, please call the Department of Human Resources at (408) 730-7492 for clarification. If you have any other questions regarding the application, hiring and selection process for Public Safety Officer positions, please contact the Department of Human Resources at (408) 730-7492. By checking this box, I am indicating that I have read and understand the information provided above.

Yes No

- * 2. Are you a U.S. Citizen or have you applied for U.S. Citizenship? (Note: your application for U.S. Citizenship must have been submitted two years prior to this job application to be considered)

Yes No

- * 3. This question is for California POST Basic Academy Graduates. Do you have an Associate's degree or 60 semester or 90 quarter units from an accredited college or university? If you are a current California POST Basic Academy Attendee, please select N/A

Yes

No

N/A

- * 4. This question is for current California POST Academy Attendees. Do you have 45 semester or 67 quarter units from an accredited college or university? The completion of 60 semester or 90 quarter units from an accredited college or university is required by the date of graduation from a California POST Basic Academy. If you are a POST Academy Graduate, please select N/A.

Yes

No

N/A

- * 5. Have you attached a letter from a California POST Basic Academy verifying current enrollment or graduation within the last 12 months?

Yes No

- * 6. If you have graduated from a California POST Basic Academy within the last 12 months, please enter your graduation date in the box below. If you are a current academy attendee, please enter N/A in the box below.

- * 7. Have you enclosed a copy of your current WSTB (Work Sample Test Battery) results with your City of Sunnyvale employment application?

Yes No

- * 8. Have you enclosed a copy of your T-Score from the POST Entry Level Enforcement Test Battery (PELLETB) (minimum accepted T-Score of 48) with your City of Sunnyvale employment application?

Yes No

- * 9. Have you enclosed a current (dated within the last 30 days) original DMV printout with your City of Sunnyvale employment application?

Yes No

- * 10. Have you ever been convicted of a misdemeanor?
- Yes
 No
- * 11. If you answered Yes to the previous question, you must explain the circumstances. Include in your response, the offense(s), date(s), and place(s) of conviction(s), date(s) of probation and/or parole. This information will be reviewed independently on the basis of job-relatedness. Please enter N/A if this question does not apply.
- * 12. Have you ever been court-martialed?
- Yes No
- * 13. If you answered Yes to the previous question, you must explain the circumstances. Include in your response, the offense(s), date(s), and conviction status. Please enter N/A if this question does not apply.
- * 14. Have you ever engaged in any of the following activities listed below for drugs, narcotics or illegal substances, including marijuana? Please select all applicable options.
- Used
 Sold
 Manufactured
 Furnished
 Cultivated
 N/A
- * 15. If you answered Yes to any part of the previous question, you must explain the circumstances, including the specific drug(s), narcotic(s) or illegal substance(s), as well as the date(s) that you last engaged in the specific activity(ies). This information will be reviewed independently on the basis of job-relatedness. Please enter N/A if this question does not apply.
- * 16. The information that I have provided on this supplemental questionnaire is true and complete. I understand that any discrepancies, misstatements, omissions, and/or falsifications will be cause for disqualification in the City of Sunnyvale Public Safety Officer In Training Academy Attendee/Graduate process, for my name to be removed from the eligibility list, or termination if I have been appointed as a Public Safety Officer In Training Academy Attendee/Graduate. By checking this box, I certify that I have read and agree to the above statement.
- Yes No

* Required Question