



CITY OF SIMI VALLEY EMPLOYMENT OPPORTUNITY

SENIOR POLICE DISPATCHER

Salary Range: \$29.27 to \$37.34 per hour, plus excellent benefits.

The Position: Coordinates, oversees, reviews, and participates in the work of staff responsible for receiving emergency and non-emergency calls for service and dispatching field units to emergency situations; determines nature and location of call; determines priority of calls and dispatch units accordingly; provides assistance, information and directions to non-emergency callers; maintains awareness of field units activity within the computer aided dispatch (CAD) system; communicates with field units through radio in accordance with Federal Communications Commission (FCC) regulations; retrieves information from State and National computer networks regarding related information; responds to public inquiries in a courteous manner; maintains and updates police records as required; enters missing person and stolen vehicle information into proper computer program; establishes schedules and methods for providing police dispatch services; identifies resource needs, reviews with appropriate management staff, and allocates accordingly; participates in the development of policies and procedures; participates in the selection of dispatch staff; provides or coordinates staff training; evaluates performance; works with employees to correct deficiencies; implements discipline procedures; participates in the preparation and administration of the assigned program budget; researches and responds to complaints from citizens regarding dispatch operations; prepares reports on operations and activities; and performs related duties as required.

The Communications Center is a 24-hour facility and incumbents must be able to work weekends, evenings, holidays and rotating shifts.

Qualifications:

Knowledge of: Operations, services and activities of a police communications center; operations of a computer aided dispatch system; current law enforcement codes, procedures and practices; principles and procedures of records keeping, security and dissemination; principles of supervision, training, and performance evaluation; modern and complex principles and practices of dispatching with use of radio system for communicating and receiving information; techniques of questioning for both emergency and non-emergency calls; English usage, spelling, grammar and punctuation; and pertinent federal, state, and local laws, codes, and regulations.

Ability to: Oversee, organize, and review the work of staff; select, train, and evaluate staff; work under pressure, exercise good judgment and make sound decisions in emergency situations; react calmly and effectively to emergency situations; establish priority of emergency situations; effectively communicate and elicit information from upset and irate callers; analyze and interpret maps; operate 9-1-1 systems, radio transmitting system, and computer aided dispatch system; respond to and resolve difficult and sensitive citizen inquiries and complaints; operate a variety of office equipment including a computer, teletype and radio; interpret and apply federal, state and local policies, procedures, laws, codes and regulations; communicate clearly and concisely, both orally and in writing and; establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience: Equivalent to the completion of the twelfth grade supplemented by college level course work in police communications, criminal justice or a related field and three years of police dispatch experience are required. One year of lead supervisory responsibility is desirable. Possession of, or ability to obtain, a Peace Officer's Standards and Training (POST) Basic Public Safety Dispatcher certificate.

Special Requirements: Prospective employees will be required to undergo a thorough background investigation, which will include a medical, psychological, polygraph, and drug/alcohol screening.

Selection Process: All applications will be reviewed. Admission to appear before an Oral Appraisal Board may be limited to those whose applications demonstrate the best combination of qualifications in relation to the requirements and duties of the position. A written or performance examination may be administered. The qualifications and requirements stated on this announcement represent only the minimum required to file an application. (Although candidates may meet the minimum qualifications listed, an interview is not guaranteed.)

Applicants seeking Veteran's Preferences must submit form DD214 along with their application by the final filing date.

Reasonable Accommodation: In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing, by the final filing date on this announcement.

TO APPLY: A City of Simi Valley employment application and a supplemental questionnaire must be completed. Resumes will not be accepted in lieu of the City's employment application. This recruitment is open until filled with the first review of applications occurring on October 4, 2016. Additional reviews of applications may occur as needed.

AN EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY
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The provisions of this announcement do not constitute an expressed or implied contract,
and any provisions contained in this announcement may be modified or revoked at any time.

THE CITY

The City of Simi Valley, home of the Ronald Reagan Presidential Library, was incorporated in 1969. It is a General Law City with a Council/Manager form of government. Simi Valley encompasses an area of 39 square miles and is located in the southeast portion of Ventura County. The current estimated population is 129,234, yet Simi Valley maintains a unique balance of open space and City amenities.

Outdoor recreation includes over a dozen beautiful parks, camping and picnic spots, tennis courts, four golf courses and one of the largest equestrian trail systems in the United States. Boating and other water sporting activities are only 60 to 90 minutes away in Ventura and Santa Barbara. The City of Los Angeles is less than an hour away.

Excellent community facilities provide service to Simi Valley residents. The City has one general hospital, 47 religious institutions, one library, one Cultural Arts Center, three newspapers, one radio station, 24 financial institutions, 21 elementary schools, three middle schools, and four high schools. Four community colleges and four universities are also within commuting distance.

BENEFITS (Based on full-time, regular status employment – Part-time benefits will be pro-rated)

Retirement: Individuals who were active members of a reciprocal public retirement system within the last six months, or were previously employed with the City of Simi Valley prior to January 1, 2013, and enrolled in CalPERS, will be enrolled in the CalPERS 2% @ 55 retirement plan, 4th level Survivor Benefit, and single-highest year compensation. Employees currently pay a 7% contribution.

Other new employees will be enrolled in the CalPERS 2% @ 62 retirement plan, 4th level Survivor Benefit, and three-year average highest final compensation. Employees currently pay a 7% contribution.

The City does not participate in the Social Security system; therefore, there is no FICA deduction from wages, except for Medicare hospital insurance protection.

Benefit Plans: The City participates in the CalPERS medical program, and currently contributes \$125 per month for medical insurance. The City's contribution for vision is \$21 per month, and the dental insurance contribution is up to \$97.36 per month. In addition, the City provides up to \$1,546.55 per month in "Simiflex Dollars," depending upon the medical plan selected; employees who decline medical coverage receive \$251.30 per month. "Simiflex Dollars" are paid as cash and can be used to offset the cost of medical, dental, and vision insurance, or other optional benefits.

Group Health Plans: Employees may select from a variety of PPO and HMO plans through the CalPERS medical program.

Dental Plan: Coverage is available for employees and dependents and includes orthodontia for dependent children. A PPO and HMO plan are available, and employee cost for the plans ranges from \$0 to \$24.60 per month.

Vision Care: A plan is available for employees and dependents with a cost of \$0.76 per month.

Flexible Spending Arrangement (FSA): Medical and dependent care reimbursement accounts are available.

Disability Insurance: Disability insurance is provided by the state (SDI) and includes Paid Family Leave (PFL).

Life Insurance: A life insurance policy of \$75,000 for employees, and \$5,000 for each dependent is provided at no cost.

Tuition Reimbursement: Employees are eligible for tuition reimbursement up to \$900 per fiscal year for job related or professional development courses after 120 days of employment.

Deferred Compensation Program: Employees may defer a portion of their salary into a deferred contribution plan (457 plan). The City will match the employee contribution up to \$24.00 per pay period.

Annual Leave: Employees accrue 172 hours per year for the first five years of employment, and 212 hours per year after five years of employment. Annual leave combines vacation and sick leave.

Holidays: Eleven (11) paid holidays per year, paid at eight (8) hours each, as well as a floating holiday (paid at eight hours).

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