



# CITY OF SIMI VALLEY EMPLOYMENT OPPORTUNITY

## POLICE DISPATCHER/POLICE DISPATCHER TRAINEE

**Salary Range:** Police Dispatcher Trainee: \$22.50 per hour (\$3,900/month)  
Police Dispatcher: \$25.43 - \$32.45 per hour (\$4,408 - \$5,625/month)

**The Position:** Receives emergency and non-emergency calls for service and dispatches field units as appropriate; determines the nature, location and priority of calls; provides assistance, information and directions to non-emergency callers; maintains awareness of field units' activities within the computer aided dispatch (CAD) system; communicates with field units through radio transmissions into CAD; responds to field personnel resource requests; monitors fire frequency for emergency situations requiring police involvement; retrieves information from state and national computer networks and relays information to officers in the field; maintains reference library of resource material, including City and school directories; keeps watch commander and field supervisor informed of field situations; monitors security devices and opens/closes secured areas as requested by authorized personnel; maintains logs and records of all calls; resolves complaints in an efficient and timely manner; maintains and updates police records as required; performs related duties and responsibilities.

The Communications Center is a 24-hour facility and incumbents must be able to work weekends, evenings, holidays and rotating shifts. An eligibility list will be established to fill regular vacancies during the life of the eligibility list (up to one year).

### **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 record keeping, security and dissemination; techniques of questioning for both emergency and non-emergency calls; dispatching techniques with use of radio system for communicating and receiving information; streets, landmarks and geography of the Simi Valley area; English usage, spelling, grammar and punctuation; modern office procedures, methods and compute equipment; and pertinent federal, state and local laws, codes and regulations.

**Ability to:** 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; work independently in the absence of supervision at Police Dispatcher level; type accurately at a speed necessary for successful job performance; understand and follow oral and written instructions; 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; type at a net speed of 35 w.p.m.; and establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the general public.

**Dispatcher Education and Experience:** Equivalent to graduation from high school and two years of increasingly responsible communications or dispatch experience. Additional specialized training in communications or a related field is desirable.

**Dispatcher Trainee Education and Experience:** Equivalent to graduation from high school. Additional specialized training in communications or a related field is desirable.

**Special Requirements:** A typing certificate less than six months old, from a City-approved testing service (see separate flyer for list), demonstrating a net speed of 35 w.p.m. must be submitted with application. A medical exam is required prior to appointment and may be a condition of continuing employment with the City.

**Selection Process:** Applicants who meet the minimum qualifications and submit their applications and typing certificates prior to 5:00 p.m. on October 21, 2016 will be invited to a computer-based performance test. It is anticipated that the test will take approximately 2 hours in the evening the week of November 7, 2016, which may include daytime sessions on Saturday, November 12th. Applicants who receive a passing score on the computer-based performance test will be invited to appear before an Oral Appraisal Board the week of November 14th. The qualifications and requirements stated on this announcement represent only the minimum required to file an application. Meeting the minimum listed qualifications and requirements do not guarantee an applicant will qualify for testing. Prospective employees will be required to undergo a thorough background investigation, which will include a medical, psychological, polygraph, and drug/alcohol screening. The Police Department anticipates initially hiring two full-time positions from this recruitment.

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.

**TO APPLY:** A City of Simi Valley employment application must be completed through [www.CalOpps.org](http://www.CalOpps.org), or on a City-provided form. Resumes will not be accepted in lieu of the City's employment application. A voluntary informational meeting will occur on October 24, 2016 at 6:30 p.m. in the Emergency Operations Center at the Simi Valley Police Department, 3901 Alamo Street. **This recruitment is open until filled and may close at any time. Applications submitted prior to the October 21, 2016 deadline will be screened first, with additional reviews as needed.**

AN EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY  
2929 Tapo Canyon Road, Simi Valley, California 93063 (805) 583-6743

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, 4<sup>th</sup> 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, 4<sup>th</sup> 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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## Typing Certificate Guidelines

- Obtained from Simi Valley Adult School, a temporary agency, or a junior college (no web testing).
  - Be an **original (hard copy)**.
  - Be less than six months old at the time it is submitted.
  - Printed on letterhead, listing testing agency and signed by person who administered the test.
  - Indicates a 5-minutes timed test, listing gross words per minute and number of errors.
  - The City allows 3 errors before deducting a word for each error.
  - Your net speed must meet the minimum requirement listed.
- Mail or submit the **original (hard copy)** to: City of Simi Valley 2929 Tapo Cyn. Rd. Simi Valley, CA 93063

<u>Testing Locations</u>	<u>Address</u>	<u>Phone</u>	<u>Charge</u>	<u>By Appointment</u>
<b><u>Antelope Valley</u></b>				
Antelope Valley College Job Placement Center	3041 West Ave K Lancaster, CA 93536	661-722-6300	\$15	No
<b><u>Arcadia</u></b>				
Olympic Staffing Service	444 E. Huntington Drive #101 Arcadia, CA 91006	626-447-3558	\$20	No
<b><u>Oxnard</u></b>				
Oxnard Job & Career Center	1400 Vanguard Dr., Suite C Oxnard, CA 93033	805-385-1857	Free	No
West Oxnard Job & Career Center	635 South Ventura Road Oxnard, CA 93030	805-382-6551	Free	No
Oxnard College Job & Career Center	4000 S. Rose Avenue Oxnard, CA 93030	805-986-7300	\$6	Yes
<b><u>Santa Paula</u></b>				
Santa Clara Valley Job & Career Center	725 E. Main St., Suite 101 Santa Paula, CA 93060	805-933-8300	Free	No
Ventura College "East Campus"	105 Dean Drive, Room 18 Santa Paula, CA 93060	805-525-7136 Maya Rodriguez	\$10	Yes
<b><u>Simi Valley</u></b>				
East County Job & Career Center	980 Enchanted Way, Suite 105 Simi Valley, CA 93065	805-955-2282	Free	No
Simi Valley Adult School	3192 Los Angeles Ave. Room 201 Simi Valley, CA 93065	805-579-6200 ext: 1084	\$10	Yes
<b><u>Thousand Oaks</u></b>				
Human Services Agency	80 E. Hillcrest Drive Suite 200 Thousand Oaks, CA 91360	805-374-9006	Free	No
Conejo Adult School	1025 Old Farm Road, Room 9 Thousand Oaks, CA 91360	805-496-1814 or 805-497-2761	\$10	Yes
<b><u>Ventura</u></b>				
Ventura Region Job & Career Center	4651 Telephone Road Ventura, CA 93003	805-654-3434	Free	No
Ventura Unified School District	5200 Valentine Road Room 206-A Ventura, CA 93003	805-676-7374	\$5	Yes