



CITY OF SIMI VALLEY EMPLOYMENT OPPORTUNITY

TRANSIT DISPATCHER

Salary Range: \$18.44 - \$23.54 per hour, plus excellent benefits.

The Position: Accepts requests for paratransit transportation services to the mobility impaired; creates and maintains a dispatching schedule via a computerized program for transportation services and maintains effective radio communications with field personnel; and responds to telephone inquiries from paratransit passengers and the general public.

Qualifications

Knowledge of: Methods and techniques of delivering public transportation and paratransit services to the mobility impaired; methods and techniques of dispatching; modern office procedures, methods and equipment including computers; principles and procedures of record keeping; and pertinent federal, state and local laws, codes and regulations governing public transportation for the mobility impaired. Knowledge of Americans with Disabilities Act (ADA) is highly desirable.

Ability to: Assist in the provision of safe and reliable public transportation services to the mobility impaired; create and maintain a detailed schedule for providing paratransit services; respond to requests and inquiries from the general public; operate office equipment, including computers and database applications; adapt to changing technologies and learn functionality of new equipment and systems; perform a wide variety of general clerical duties; maintain accurate and complete records of transportation and paratransit services; 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 specialized training in communications or a related field and two years of increasingly responsible communications, dispatch, or clerical experience.

Special Requirements: Must be available to work varied hours including weekends, holidays, and morning or evening hours.

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.

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 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 December 5, 2016, or when 100 applications are received.** Additional reviews will be conducted as necessary. Postmarks will not be accepted to meet final filing deadline.

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).

The provisions of this announcement do not constitute an expressed or implied contract, and any provision contained in this announcement may be modified or revoked at any time.

CITY OF SIMI VALLEY
Supplemental Employment Questionnaire
Transit Dispatcher

This supplemental questionnaire is designed to obtain additional information about your education, training, and experience as it relates to the position of Transit Dispatcher. Resumes will not be accepted in lieu of this form.

Please answer the following questions. Print or type your responses and be as concise and specific as possible in your answers.

1. Please describe your communications, dispatch, or clerical experience. Include when (dates) and where (employer) you gained this experience.

2. Describe your experience and training performing telephone and switchboard duties. Include when (dates) and where (employer) you gained this experience.

3. Describe your experience working with the public including the type of information you have provided. Include when (dates) and where (employer) you gained this experience.

4. Indicate your level of software experience.

Microsoft Word:	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
Microsoft Excel:	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
SAP:	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced

Please sign and date the questionnaire and attach your responses to your completed City of Simi Valley application.

I declare the statements on this supplemental questionnaire are true and correct to the best of my knowledge.

Name (please print)

Name (signature)

Date