



San Gabriel

THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Community Service Officer

\$3,757 - \$4,566 monthly
(Open-Competitive Recruitment)

APPLICANT NOTICE: Please read the job bulletin thoroughly and follow all application instructions and procedures herein. Applications failing to comply with the instructions and procedures outlined in this bulletin will be rejected.

THE OPPORTUNITY:

The City of San Gabriel Police Department (SGPD) is recruiting for a Community Service Officer (CSO) to join its team. This position provides an exceptional opportunity for the ideal candidate to develop a career in the public safety field as a civilian CSO with our historic "City with a Mission." A career with the City of San Gabriel offers excellent pay and benefits, a variety of programs and assignments, outstanding training and career development opportunities, and a great location for living and working in Southern California.

IDEAL CANDIDATE:

The ideal candidate will have the understanding, ability and commitment to provide all-around outstanding public service to the community and become an important part of the SGPD. The ideal candidate will be enthusiastic, community-oriented, compassionate, cooperative, and adaptable. The ideal candidate is also detail oriented, able to multi-task and work in a fast-paced environment, has outstanding judgment and interpersonal tact, and is an outstanding communicator. Most importantly, the ideal candidate is a consummate professional who understands and exemplifies the principles of public service and the mission of the SGPD.

SUMMARY OF POSITION DUTIES:

Under general supervision, the Community Services Officer performs a variety of general clerical duties in support of an assigned division in the Police Department; assists in crime prevention activities; investigates and prepares reports as required; provides information to the other agencies, City staff, and the public. The Community Service Officer must be able to: enforce parking regulations; performs traffic control; report observed hazards, including traffic hazards; assist in the preparation and delivery of court filings, citations, and other court related materials; prepare reports; service subpoenas and appear in court and testify;

Skills & Abilities:

Must be able to communicate clearly and concisely both orally and in writing; understand and follow oral and written directions as provided; create and edit a variety of documents; effectively receive incoming telephone calls and dispatch caller inquires; operate standard office equipment; act quickly and calmly in emergencies; and perform other duties as required.

Schedule:

Must be willing to work weekends, holidays, and possibly evening shifts.

For more details on the essential duties of the position, please see the attached position classification specification for Community Services Officer.

MINIMUM QUALIFICATIONS:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent.
- One year of clerical, administrative, and/or customer service experience.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

ADDITIONAL COMPENSATION & BENEFITS:

- **Retirement:** CalPERS Retirement with 2%@60 for "classic" PERS members and 2%@62 for new PERS members. Participating San Gabriel employees retain their existing PERS status.
- **Health Benefits:** City paid contribution of up to \$1,568 per month toward employee medical, dental and vision insurance premiums. City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), two dental plans (Delta HMO and Delta PPO), and VSP vision. Employee may opt-out of City group insurance with proof of coverage elsewhere.
- **457 Deferred Compensation Matching Benefit:** City provides a matching contribution of up to \$50 per month to a 457 plan for employees who opt into the plan. The matching contribution requires employees to be actively enrolled and contributing to the plan.
- **Education Premium Pay:** Employee's in this classification are eligible for education premium pay if they have a degree from a USDE accredited college or university in accordance with the following:
 - Employees with an Associate's Degree shall receive \$100 per month;
 - Employees with a Bachelor's Degree shall receive \$200 per month;
 - Employees with a Master's Degree shall receive \$300 per month.*Education premium pay is non-cumulative and only one premium pay may be received at a time.
- **Tuition Reimbursement:** City provides annual reimbursement of tuition for degree coursework at an accredited college or university in an amount not to exceed the semester tuition rate at California State University – Los Angeles.
- **Retiree Medical:** Retiree medical insurance (including family) per the vesting schedule established by Government Code 22893.
- **Long Term Disability (LTD) & Life Insurance:** City paid LTD and life insurance (1x annual salary).
- **Employee Assistance Programs (EAP):** City paid EAP for employees and eligible family members, including travel assistance.
- **Uniform allowance:** Employee's in this classification shall receive \$800 per year for the purchase and maintenance of required uniforms.
- **Bilingual Pay:** \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish. Bi-lingual pay must be deemed appropriate for the position and approved by the Department.
- **Supplemental Insurance:** City provides employees with supplemental insurance plans through Colonial. Enrollment is optional and the City does not make a contribution towards premiums (employee covers all premium/out-of-pocket costs associated with the plans).
- **Leaves:**
 - Vacation: Accrue 80 hours of vacation leave per year to start. Annual accrual rate increases up to 160 hours per year pursuant to the authorized vacation accrual schedule.
 - Sick: Accrue 96 hours of sick leave per year.
 - Holiday: 104 hours of paid holiday time per year.

- **Annual leave Cash-Out Options:**
 - Sick Leave Buy Back: Option to cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (cash-out occurs in November of each year).
 - Vacation Buy Back: Option to cash-out of up to 40 hours of unused vacation leave per year (cash-out occurs in November of each year).
 - Holiday Buy Back: May cash-out up to 8 hours of unused holiday per year (cash-out occurs in January of each year).
- **Alternative Work Schedule:** Depending on Department needs, an alternative 9/80 work schedule may be allowed. Optional 9/80 work schedule provides alternating Fridays off.

For more details on the compensation and benefit provisions available to employees in this classification, please reference the published “Salary, Compensation, and Benefits Policy” for the City of San Gabriel.

APPLICATION PROCEDURE:

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments: (1) cover letter, (2) professional résumé, and (3) copies of all professional certifications required and/or applicable for the position. Failure to submit a thoroughly prepared application along with items 1-3 may be disqualifying. To apply, please visit jobs.sangabrielcity.com. **The filing period for this recruitment will close at 4:00pm on Thursday, November 18, 2021 or when a sufficient number of qualified applications have been submitted, whichever occurs first.** Faxed, emailed, and/or hard copy applications will not be accepted.

RECRUITMENT SCHEDULE (TENTATIVE):

The following is the tentative schedule for this recruitment. Please prepare and make arrangements to accommodate the recruitment schedule in advance. Note that this schedule may be changed if the City deems it necessary.

- Application Period..... October 14 – November 18, 2021
- Oral Appraisal Interview..... Week of November 22
- Selection Interview..... Week of November 29
- Tentative Start Date..... February 1, 2022

EXAMINATION, SELECTION & HIRING PROCESS:

The examination, selection, and hiring process typically includes the following:

1. **Application Screening:** All submitted applications will be screened for minimum qualifications.
2. **Written Exam:** For some positions, a written exam may be administered to help assess applicants for position competency and requirements. Those meeting the minimum qualifications for the position in Step 1 will be invited to a written examination. Typically, the minimum qualifying score on the written exam is 70%. This score may be adjusted depending on the number of examinees, with percentile rankings, average scores and the number of slots available for the oral appraisal interview being used as the basis for adjusting the passing score.
3. **Oral Appraisal Interview:** Those passing Steps 1 and 2 will be invited to the oral appraisal interview. The oral appraisal interview is an assessment of the candidate’s experience and preparation for the position by an impartial panel of subject matter experts. Scores from the oral appraisal interview are typically weighted 100% towards the Eligibility List for the position. Candidates must attain a minimum score of 70% on the oral panel interview to qualify for the Eligibility List.
4. **Eligibility List:** Those attaining a qualifying score on the oral panel interview will be placed on the Eligibility List for this position. Candidates on the Eligibility List are deemed qualified for the position and may be called at any time to participate in a selection interview with the hiring department to fill

a vacancy in this position. For more information on Eligibility List requirements, please see Rule VIII of the City's Civil Services Rules.

5. **Practical Exam:** The practical exam is used as a supplemental evaluation tool and is typically not scored or used for qualifying purposes.
6. **Selection Interview:** Candidates on the Eligibility List may be called at any time to participate in a selection interview with the Department to fill an immediate and/or anticipated vacancy in the position classification. A selection interview does not guarantee an offer of employment and the Department is not obligated to hire any candidate invited to a selection interview.
7. **Pre-Employment Process:** Upon a conditional offer of employment, which requires the successful completion of a selection interview and recommendation to hire from the Department, candidates shall be required to satisfactorily complete the pre-employment process. The pre-employment process consists of (1) supplemental application, (2) medical examination, (3) fingerprint background check, (4) work experience and education verification, and (5) professional reference check. Some position classifications will also require a comprehensive background check and drug screening as part of the pre-employment process. Failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment.

PRE-EMPLOYMENT REQUIREMENTS:

Candidates receiving a conditional offer of employment from the City for this position shall be required to satisfactorily complete a (1) supplemental application, (2) medical examination and drug screen, (3) Live Scan fingerprint check, (4) comprehensive background check, and (5) professional reference check. Unsatisfactory results and/or failure to successfully complete any part of the pre-employment process shall void any conditional offer of employment for this position.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT

San Gabriel City Hall
425 South Mission Drive
San Gabriel, CA 91776

(626) 308-2802
hr@sgch.org
www.sangabrielcity.com
JobID#208