

The San Gabriel Police Department
invites you to apply for

Police Sergeant

\$7,831 - \$9,519 monthly
(Open/Promotional Recruitment)



NOW
HIRING
BE PART OF OUR TEAM!



The Opportunity

The San Gabriel Police Department is recruiting for Police Sergeant. This position provides the ideal candidate the opportunity to work and advance their law enforcement career in one of the most historic and beloved settings in Southern California at a time of tremendous growth and change, making our historic “City with a Mission” one of Southern California’s prime destinations. A career with the City of San Gabriel Police Department offers a variety of programs to develop and oversee, outstanding professional development opportunities, excellent pay and benefits, including lifetime medical after qualifying years of service, and a great place to work and play in Southern California.

The Community

Founded in 1771, San Gabriel is located 10 miles northeast of Los Angeles and is the birthplace of the greater metropolitan region. Today, San Gabriel is a burgeoning community of 40,000 with several neighborhoods of aesthetic and historical significance, outstanding schools, and excellent public amenities. At the heart of San Gabriel is the Mission District, a culturally rich and historic center that blends the charm of early California with a modern-progressive experience. The Mission District is home to the San Gabriel Mission and Mission Playhouse and host of several festivals and events that attract travelers and patrons from all over. All of this and much more make San Gabriel a great place to work and play.

The Department

The San Gabriel Police Department (SGPD) is staffed with 54 sworn and 17 civilian personnel. The SGPD provides an outstanding public safety platform that is founded on community access, engagement, and collaboration. Our Department works in partnership with all citizens to establish and maintain a healthy environment and excellent quality of life for all. Trust is at the heart of our profession. We endeavor to protect all and preserve the public trust by advancing goodwill and adhering to the highest standards of integrity, honesty, and compassion in our work.

The Ideal Candidate

The City of San Gabriel is seeking a highly astute and experienced public safety professional who understands and embraces community-based policing. The ideal candidate is an effective leader who possess the experience, technical skills, training, and professional qualifications necessary for this position. The ideal candidate is innovative and has a proven record for implementing and leading successful public safety programs. And lastly, the ideal candidate demonstrates outstanding analytical skills, interpersonal skills, communication skills, writing skills, judgement, empathy, compassion, and commitment to public service in their work.

The Position

Under general supervision, the Police Sergeant performs law enforcement duties in an assigned area; protects public health, safety, and welfare in accordance with all applicable laws and ordinances; carries out special assignments as necessary; and performs other related duties as assigned.

Please see Appendix “A” (Police Sergeant Classification Specification) for a more detailed description of the essential duties, responsibilities, and requirements of the position.

Minimum Qualification Requirements

Candidates for this position must have the following:

- Three (3) years of work experience at the rank of Police Officer.
- State of California issued Basic POST Certificate.
- State of California issued Intermediate POST Certificate, or the ability to obtain this certificate within two (2) years of appointment.
- Valid Class “C” California Driver’s License and ability to maintain a satisfactory driving record.

- Associate's degree or equivalent credit hours from an USDE accredited college or university in criminal justice, police science, social science, public administration, or a closely related field is highly desirable.



Compensation & Benefits

San Gabriel provides excellent compensation and benefits. The current monthly base salary range for Police Sergeant is \$7,831 - \$9,519 monthly. The City also offers an outstanding benefit package including:

- **Retirement:** CalPERS retirement for “classic members” starting at 2%@50 for early service retirement and increasing to 2.7%@55 for normal service retirement, and 2.7%@57 for new CalPERS members (PEPRA members). Participating San Gabriel employees retain their existing CalPERS retirement formula 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.
- **Retiree Medical:** City provides lifetime medical coverage to employees who retire from the City with at least ten (10) years CalPERS service credit and five (5) concurrent years' service with the City. Retiree medical insurance (including eligible family coverage) is provided in accordance with the City's contract with CalPERS and Government Code 22893. The maximum amount a retiree can receive for a family plan based on 20 years CalPERS service credit for 2022 is \$1,983 per month.
- **Education Pay:** Employee's in this classification may receive 3% to 9% of base salary in education pay after two (2) years of service with the SGPD.
- **Uniform Allowance:** Annual uniform allowance of \$1,500.
- **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.
- **Life Insurance:** City paid life insurance at 100% annual salary.
- **Employee Assistance Programs (EAP):** City paid EAP for employees and eligible family members, including travel assistance.
- **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 City.
- **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: Vacation leave accrues at a rate of 80 - 200 hours per year in accordance with the authorized vacation accrual schedule for Police Management employees. Vacation accrual rate upon appointment shall be based on the appointee's total time served as a POST and/or equivalently certified sworn peace officer in a law enforcement agency.
- Sick: Accrue 96 hours of sick leave per year.
- Holiday: 104 hours of paid holiday time per year, paid out in four (4) hour increments per pay period.

▪ **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).

Examination Process

Applicants will be screened, with internal applicants meeting the minimum qualifications and external candidates who meet the minimum qualifications, and who additionally closely meet or exceed the desirable qualifications, being invited to participate in the examination process. The Police Sergeant examination will include the following: 1) written test, and 2) assessment center. External candidates failing to score 70% or higher on the written test shall be prohibited from participating in the assessment center. Candidates must pass each component of the exam with a score of 70% or higher and attain a minimum overall examination score of 70% or higher to be placed on the eligibility list for this position.

This examination will be administered by Donnoe & Associates, Inc. with the following schedule.

Candidate Orientation

Candidate orientation is optional. Candidates who wish to be briefed on the testing process can view the candidate orientation video at <https://vimeo.com/541909670/60a3c3ab0f>

Written Examination

The written exam is a standardized, closed-book examination. Protests will not be allowed. The written exam shall take place as follows:

Date: June 7, 2022
Time: 2pm – 5pm
Local: San Gabriel Fire Headquarters (Station 51)
EOC Room
1303 S. Del Mar Avenue
San Gabriel, CA 91776

Take-Home Problem Analysis Assignment

A take-home problem analysis assignment will be issued to candidates on the day of the written exam. Detailed instructions for completing the problem analysis will be included with the assignment.

Assessment Center

The assessment center will consist of multiple job-related panels in which candidate's experience, preparation and ability to safely and effectively perform the job of Police Sergeant will be assessed. The assessment center is an open-book examination covering the following:

- Problem Analysis/Communications
- Operational/Supervision
- Oral Examination

The assessment center will be administered in a live-remote, online format. Candidates will be required to use their own computer, webcam, internet connection, and space for this part of the exam. The City will provide accommodation (in the form of a City computer and facility) for candidates who request such an accommodation. Candidates desiring accommodation for performing the assessment center onsite of the City must notify Human Resources Representative, Clem Arroyo, of their desire for this accommodation. The final due date for an accommodation request is June 23 at 4pm. Ms. Arroyo can be contacted at carroyo@sgch.org or (626) 308-4607.

The assessment center is scheduled for the following:

Date: June 29 and June 30, 2022
Time TBD

Study Materials

- 1- California Peace Officers Legal Sourcebook
- 2- Public Safety Officers Procedural Bill of Rights Act
- 3- De-Escalation: Strategies & Techniques for California Law Enforcement

Eligibility List

Those attaining a qualifying score on the examination will be placed on the Certified 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.

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 applicable and/or required 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. **Do not hesitate to apply. The deadline for submitting an application is May 20, 2022 at 4pm or when a sufficient number of qualified applications have been submitted, whichever occurs first.** *Faxed, emailed, and/or hard copy applications will not accepted.*

Tentative Recruitment & Examination Schedule

The following is the tentative exam plan and schedule for this recruitment. Please prepare your schedule in advance and note that the exam plan and schedule may be changed without notice if the City deems it necessary.

- Application Filing Period.... April 20 – May 20
- Written Examination.....June 7
- Assessment Center..... June 29 and June 30
- Selection Interviews..... Week of July 5 or July 11

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#223

APPENDIX A
CLASSIFICATION SPECIFICATION
POLICE SERGEANT

JOB SUMMARY:

Under general supervision, the Police Sergeant performs moderately difficult and responsible law enforcement and crime prevention supervision; coordinates and supervises the activities and operations of a patrol watch or program unit; coordinates activities with other divisions, units, watches, City departments, outside agencies, and organizations; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Police Sergeant is responsible for an assigned patrol watch or unit and plays a lead role in ongoing law enforcement, crime prevention, and investigative and administrative activities. This class differs from a Police Lieutenant due to the level experience required, complexity of work performed, and ability to make decisions within established guidelines.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Supervises, assigns, reviews, and participates in the work of law enforcement staff responsible for patrol, traffic control, investigations, crime prevention, community relations, training, and/or related services and activities; receives and reviews reports from subordinate staff; and acts as a watch commander when assigned to oversee daily patrol operations.
- Obtains and processes evidence; takes written statements; prepares required reports and maintains investigative records; serves warrants and subpoenas; testifies effectively in court proceedings; counsels and educates the community; provides information and referrals in non-criminal situations; and contacts and cooperates with other law enforcement agencies as warranted.
- Conducts staff briefings and gives special orders and instructions; monitors the work activities of staff to ensure safe work practices, quality, and accuracy; ensures compliance with and disseminates information regarding department policies and procedures; and provides liaison between shifts, organizational units, and other agencies.
- Responds to difficult and complex questions, concerns, and requests for service from the public; provides information as appropriate; and resolves complaints.
- May train and evaluate assigned employees in the areas of recruitment, internal affairs investigations, crime prevention activities, volunteers, professional standards, and public information activities.
- Attends department staff meetings and training sessions; participates in employee development activities as assigned; and keeps abreast of developments that affect law enforcement or information that would assist staff in the performance of their duties.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Knowledge of police operations and standard procedures; applicable federal, state, and local laws, codes, and regulations; codes principles and practices of crime prevention and suppression; modern law enforcement methods and procedures including patrol, crime prevention, traffic control, and investigation; principles of law enforcement information systems; and methods and techniques of supervision and training.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Gather, analyze, and evaluate facts and evidence and reach sound conclusions; act quickly and calmly in emergencies; identify and respond to community issues, concerns, and needs; analyze programs, identify alternative solutions, project consequences of proper actions, and implement recommendations; and observe safety principles and work in a safe manner.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with sensitive situations and concerned people; plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

The following are the minimum qualifications necessary for this classification:

- ~~Associate's degree or equivalent hours from an accredited college or university in criminal justice, police science, public administration, or a closely related field.~~
- Three years at the rank of Police Officer.
- Associate's degree or equivalent credit hours from an USDE accredited college or university in criminal justice, police science, social science, public administration, or a closely related field is highly desirable.

Licenses and Certifications:

- Possession of or the ability to obtain within two years of appointment an Intermediate Certificate from P.O.S.T. is required.

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

PHYSICAL DEMANDS:

- Ability to lift up to 25 pounds or more; prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities; get from one location to another in the course of doing business; near and far vision and the ability to distinguish colors and acute hearing; drive motorized vehicles; and operate a variety of law enforcement equipment.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and outside, sometimes in tense, uncertain, and rapidly evolving situations. Employee will travel to different locations and may be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Revised Date: March 6, 2019