



City of Ukiah
Human Resources
300 Seminary Ave
Ukiah, CA 95482
(707)463-6272

Employment Opportunity – Revised Testing Requirements

COMMUNITY SERVICES OFFICER

Extended Deadline to Apply: Thursday, February 11, 2010

This is a grant funded position and is contingent upon funding from the Federal Government for approximately one year.

DEFINITION

Under general supervision of the Director of Public Safety, to perform varied and routine non-sworn police work; to perform police services in crime prevention, crime investigation, parking enforcement, animal care and control, community intervention, code enforcement, crime response which does not require full police powers, assist police officers in the performance of duties, and related duties as required.

EXAMPLES OF DUTIES: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all encompassing of the duties to be performed under this job title. **(E=Essential Duty; M=Major Portion of Time)**

- Receive reports of commercial, residential, and automobile burglaries, petty thefts, vandalism, found property, missing persons, auto theft, and other crimes with no known suspects. (E-M)
- Investigate non-injury and minor traffic accidents (E)
- Interview witnesses and take statements. (E-M)
- Investigate and remove abandoned vehicles. (E-M)
- Enforce city parking ordinances and California Vehicle Code Violations related to Parking. (E-M)
- Enforce complaint driven City Code Violations (E)
- Respond to animal care and control issues and violations and enforce related laws as necessary. (E-M)
- Serve subpoenas. (E)
- Perform traffic control. (E)
- Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public. (E)
- Assist in crime scene investigations. (E)
- Testify in court. (E)
- Organize and coordinate public outreach activities such as crime prevention, neighborhood watch, & public safety awareness.
- Provide Vehicle Identification Number verifications
- Work rotating shifts, including nights, weekends, and holidays. (E)
- Perform other duties as assigned.

QUALIFICATIONS

Ability to:

- Learn, understand, and interpret laws and regulations.
- Prepare accurate and grammatically correct written reports.
- Learn standard broadcasting procedures of a police radio system.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Understand and carry out oral and written directions.

- Meet standards of physical stature, endurance, and agility established by the City of Ukiah.
- Work rotating shifts and overtime.
- Handle stressful and possibly hazardous situations.
- Operate a motor vehicle in a safe manner.
- Make precise arm-hand positioning movements and maintain static arm-hand position.
- Bend or stoop repeatedly and continuously.
- Wear a 15-pound utility belt.
- Run, walk, and jump.
- Sit for periods of up to 8-12 hours continuously.
- Stand for extended periods of time.
- Climb ladders, fences, or a wall, which requires lifting arms above shoulder level and working at heights greater than 10 feet.
- Walk or run over rough, uneven, slippery, or rocky surfaces, and possibly walk or run for extended periods of time.
- Hear alarms, screams, breaking glass, or other suspicious and unusual noises.
- Smell hazardous chemicals and/or unusual odors.
- See clearly in both eyes with full color perception.
- Move heavy objects and lift at least 50 pounds for distances of up to 50 feet.
- Work in extreme weather conditions.

Education:

High School diploma or equivalent.

Necessary Special Requirements:

- Possession of a valid Class C California Driver's License.
- Not have been convicted of a felony in the State of California or any other state or federal jurisdiction.
- Have normal hearing with not over 15% loss in either ear from 500 to 2000 cycles.
- Have not less than 20/20 corrected vision in both eyes with full color perception.
- As a condition of employment, any person hired in the Police Unit must be a non-user of tobacco products in any form and shall refrain from smoking tobacco or any other substances.
- **Bilingual (English/Spanish) abilities are highly desirable and will be given preference.**

Residency Requirement:

All Community Service Officers shall be expected, within six months of hire, to establish residence allowing response to the station within 45 minutes of notification to report.

PROBATIONARY PERIOD

Police Department Employees serve a 12-month probationary period. If performance is not satisfactory, an employee may be terminated without cause and recourse during this time.

SALARY

\$3,196 – \$3,884 per month, plus City paid medical, dental, and vision insurance coverage for the employee and 50% of the cost for dependant coverage; paid holidays, vacation, and sick leave. The City is a member of the Public Employees Retirement System (PERS), 2.7% at 55 formula. The employee contribution of 8% is paid by the City. The City does not contribute to Social Security. The City also provides flex plan dollars to be utilized as determined by the employee. Credit Union membership, a deferred compensation program, and bilingual specialty pay are available.

APPLICATIONS

Applications are available at the City of Ukiah, 300 Seminary Avenue, Ukiah, CA, (707) 463-6200, or they may be downloaded at www.cityofukiah.com. Applications must be filled out completely and received by the Human Resources Department by 5:00 p.m. on the final filing date. Resumes are encouraged, but cannot be accepted in lieu of an official application unless specified. All statements made on applications are subject to investigation and verification. False statements will be cause for disqualification, removal from the Eligibility List, or discharge from employment.

SELECTION – REVISED

Step 1 – Written Examination

All applicants **must** take and pass the State of California's, Commission on Peace Officer Standards and Training (P.O.S.T.), Entry Level Written Test.

The test will be held ***one time only*** on Saturday, February 27, 2010 at 8:30 a.m. at the Ukiah Valley Conference Center. The Conference Center is located at 200 S. School St., Ukiah, CA 95482. **It is mandatory that you contact the Human Resources Department by 5:00 p.m. on Monday, February 15, 2010 to reserve a seat for the test.**

The written examination will be distributed promptly at 9:00 a.m. Please arrive at least 20 minutes early to ensure you are seated and prepared for the start of the test. You will be allowed 2 ½ hours to complete the test. Pencils will be provided. Other materials are neither necessary nor allowed. **It is mandatory that you provide current photo identification (i.e – Driver License) at the time of testing.**

P.O.S.T. offers a testing guide, which can be downloaded from their website, www.post.ca.gov. From the home page, select Hiring, then select Peace Officers, go to How to prepare for the Entry-level Written Exam.

Step 2- Oral Appraisal Interview

Applicants who pass the written examination will be eligible to participate in an Oral Appraisal Interview to evaluate an applicant's education, training, experience and other job-related qualifications.

Applicants participating in the Oral Appraisal Interview will be asked a series of the questions and rated by the panel on their qualifications based on their responses. This interview is designed to be an exchange of information between the applicant and the panel to learn as much as possible about a potential applicant and their ability to be successful as a Community Services Officer.

Bilingual (English/Spanish) abilities

Although not a qualification of employment, the City of Ukiah desires applications from applicants that have bilingual (English/Spanish) abilities. During the Oral Appraisal Interview, all applicants are asked to listen to, and respond to a question in Spanish. Applicants are rated on their ability to understand and converse in Spanish during this process.

Step 3 – Background Investigation

After successfully completing the Oral Appraisal Interview, applicants are placed on an eligibility list and may enter the background investigation phase of the process. This phase consists of a thorough background investigation, including a police records check, review of driving record information, illegal drug use, personal history statement, and Polygraph Examination. Because this position will have limited enforcement authority as granted by the City, a successful applicant must be able to meet the same California Commission on Peace Officer Standards and Training background standards as would apply for a sworn peace officer position, though this is not a peace officer position. Prior to appointment, applicants must also pass a Comprehensive Medical Examination and finalist interview with the Director of Public Safety and Police Command Staff.

FILING DATE

Submit a completed City of Ukiah application form to Human Resources, 300 Seminary Avenue, Ukiah, CA 95482. Applications may be downloaded at www.cityofukiah.com. **Deadline to apply is 5:00 p.m. on Thursday, February 11, 2010.** Applications received after the deadline or incomplete applications will not be accepted.

NOTE TO APPLICANTS: You will be required to submit verification of your citizenship or legal right to work in the United States at the time of an offer of employment. Employment will be subject to verification of this requirement.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Ukiah is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status.

In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources in advance at (707) 463-6244 so your request may be reviewed prior to the occurrence of testing.