

Employment Opportunity

City of St. Helena, California

Police Officer

Salary Range: \$67,235 - \$81,725 annually
(\$5,495—\$6,679 monthly) plus benefits



ABOUT THE CITY

The City of St. Helena is located in the center of the premier Napa Valley wine-making region of California approximately 60 miles north of the San Francisco Bay Area. The City has a population of approximately 6,000 and is a full service city with its own Police Department, Public Library, Building Department, Water and Sewer Departments and Part-Time Fire Department.

Application Deadline:

Open Until Filled

The City of St. Helena has an exciting position opening in the Police Department. This is a great opportunity to become part of a team of dedicated individuals that take pride in serving the local community.

The Position: The **Police Officer** is required to perform a full scope of assigned law enforcement duties and responsibilities under general supervision. Police Officers are expected to work various shifts including day, swing, graveyard, and weekends. Currently Police Officers are working a 12-hour schedule.

The following duties are considered essential for this position: Under general supervision, performs tasks and duties related to the protection of public health, safety and welfare. Patrols assigned areas by car, motorcycle, bicycle, or on foot; performs crime suppression and prevention activities, answers special calls; interviews victims, complainants and witnesses; answers complaints involving penal and vehicle code violations as well as local ordinance violations; performs surveillance activities; conducts chemical, drug, and alcohol testing; investigates suspicious activity.

Minimum Qualifications: High School Diploma or equivalent and a certificate of completion from a California Basic P.O.S.T. Academy is required. A copy of the graduation certificate and high school diploma must be provided during the hiring process. The certificate must be valid at the time of hire. Applicant must possess a valid California Driver's License.

Experience and Education: Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. Ability to speak both Spanish and English fluently is desirable.

Working Conditions: Incumbents in this position are required to work an equivalent of 40 hours per week on various shifts in a 3/12 format, as determined by modified seniority sign-up. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions, including wet, hot, and cold.

The position entails working in hazardous situations, and may involve abusive persons, and potential physical violence in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions.

Selection Procedure: To apply for this position please submit the following documents and form through CalOpps at <https://www.calopps.org/city-of-st-helena>.

- ◆ Cover letter
- ◆ Detailed resume
- ◆ City application form

Screening Process: Examination will consist of any or all of the following: application appraisal and oral board interview. The screening process typically consists of a P.O.S.T. approved background investigation and polygraph exam, and pre-placement medical examination, including drug screening, and psychological evaluation.

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Salary and Other Compensation:

- Retirement: CalPERS defined benefit retirement, 3% @ 55 for current Classic Employees and 2.7% @ 57 for PEPR new members. Social Security: Full benefits, 6.2% of salary.
- Salary range: \$5,495—\$6,679 per month
- Medical, Dental & Vision: Full family medical, dental & vision; \$25,000 term life insurance
- Bilingual Pay: Additional 5% if fluent in English and Spanish, both written and verbal. \$150 per month, communicates in Spanish at a level adequate for law enforcement purposes.
- Vacation: Vacation accrues at the rate of two weeks at time of hire. Increases to three weeks after six years employment with one additional day per year to a maximum of four weeks vacation.
- Holidays: Twelve holidays per year, paid in lieu of time off each June and December.
- Floating Holiday: One day per year of Personal Convenience Holiday. Three additional floating holidays after five years service.
- Longevity Pay: 2.5% on each five-year anniversary to a maximum of 10%
- Uniform Allowance: \$750 per year uniform allowance, paid each June and December.
- Deferred Compensation Plan available.

Application Information: The information contained herein does not constitute either an expressed or implied contract and these provisions are subject to change. St. Helena is an equal opportunity employer. There is a no smoking policy in effect within the City offices and vehicles. The City of St. Helena will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire. Compliance with Americans with Disabilities Act (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make every attempt to offer reasonable accommodations for qualified applicants and employees with disabilities. Information contained herein is subject to change and does not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked.