

City of Suisun City is an equal opportunity employer



COMMUNITY SERVICES OFFICER I/II

\$21.12 – \$28.23/Hour DOQ

Plus: \$2/hour Premium Pay & Excellent Benefits!

Final Filing Date: Open Until Filled

THIS IS A TEMPORARY/LIMITED DURATION POSITION

Positions in the Community Services Officer I/II classification series are funded by the City's General Fund, allocated to the Police Department Budget.

SPECIAL PAY INCENTIVES:

- **PREMIUM PAY** – An additional \$2/hour for all miscellaneous employees, paid through June 30, 2023.

COMMUNITY: Located nearly halfway between San Francisco and Sacramento, Suisun City is a hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail stop at the Train Depot, right to the heart of the City's historic Waterfront District, making it a prime location for job seekers as well as homeowners. The community is a unique destination for a Bay Area day trip, an overnight getaway or a place to work, particularly with its reverse commute for inner Bay Area residents. Residents of this mostly bedroom community take great pride in their full-service public safety services provided by the Police and Fire Departments.

THE DEPARTMENT: The Suisun City Police Department is a progressive and proactive law enforcement agency. As a result of its proximity to neighboring jurisdictions, the employees of the Suisun City Police Department remain extremely busy as they address the needs of the community. Candidates interested in testing for this limited duration position must be prepared to take on the challenges of a fast-paced work environment serving Suisun City residents.

THE POSITION: Under supervision (Community Services Officer I) or general supervision (Community Services Officer II) provides a wide variety of non-sworn technical and administrative law enforcement support services in support of Police Department operations and services including in the areas of parking enforcement, code enforcement, responding to assigned calls for service, writing reports, fingerprinting and narcotic offender/sex offender registrations; and provides other support and assistance to other non-sworn functions and activities of the Police Department.

IDEAL CANDIDATE: Candidates that are successful in this position demonstrate a strong commitment to public service and customer service, possess the qualities required to deliver the highest level of service with honor and integrity, possess excellent judgment and decision-making skills, and have a desire to work in a fast-paced environment.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs a wide variety of non-sworn technical and administrative law enforcement support duties in support of Police Department operations and services.
- Performs a range of parking enforcement and vehicle abatement duties; patrols City and marks vehicles; issues parking citations; has abandoned vehicles towed.
- Responds to routine and non-hazardous calls for service; takes and prepares reports including those involving lost and found property, shoplifting, burglary, stolen property, and missing persons.

- Registers sex and health and safety offenders; assists officers in witness and or crime scene searches; participates in evidence collection and storage; performs fingerprinting for prisoners and the public.
- Assists at the Police Department's front counter as necessary; photocopies and distributes crime, incident, arrest, and accident reports to the general public and various agencies; releases impounded vehicles; assists, provides information, and responds to questions and concerns from the general public, departmental staff, and other agencies in person and by telephone; answers and responds to calls on multiple phone lines; forwards calls to appropriate personnel; takes and provides phone messages.
- Performs a full range of related duties in support of department operations; provides traffic and crowd control, VIN verifications, citation sign offs, and car seat inspections; participates in vehicle management; performs other administrative duties as assigned.

Community Services Officer I – Education/Training/Experience

- High School Diploma or equivalent.
- One year of work experience that demonstrates a general aptitude for working with the public in a multi-task environment.

Community Services Officer II – Education/Training/Experience

- High School Diploma or equivalent.
- Two years of responsible law enforcement work experience comparable to a Community Services Officer I with the City of Suisun City.

License or Certificate

- Possession of a valid California driver's license.

Desirable Qualifications:

- Specialized training in law enforcement, code enforcement, criminal justice, or a related field.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions outlined in the class specification are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

SPECIAL PAY INCENTIVES: *Details on special pay incentives can be found in the Suisun City Employees' Association Memorandum of Understanding (SCEA MOU 21-23).*

BENEFITS:

- **Retirement** – Employees who are considered New Member to CalPERS will have the benefit formula of 2% at 62, highest three-year average final compensation in accordance with PEPRA legislation. For employees who are considered "Classic" CalPERS members, the benefit formula is 2% at 55 with single highest year final average compensation.
- **Health, Vision and Dental Insurance** – City-paid medical coverage up to current CalPERS Kaiser Family rate applicable to selection of medical plans. Employees with other group medical coverage may be eligible for an in-lieu cash payment of \$500 or \$700 depending on coverage level; the City offers Delta Dental and VSP insurance with the premiums paid by the employee.
- **Life Insurance** – City pays for \$200,000 of Basic Life Insurance coverage.
- **Time Off/Holidays** – Vacation is accrued initially at the rate of ten days per year with amounts increasing over time; the City observes eleven (11) paid holidays and two (2) floating holidays per year.
- **Deferred Compensation** – Voluntary contribution to the 457 Plan. City match up to \$100 per pay period.
- **Social Security/Medicare** – City does not participate in Social Security; City withholds for Medicare.

APPLICATION/SELECTION PROCEDURE: The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, please go to www.Suisun.com/careers and select the appropriate link. Resumes will not be accepted in lieu of the City's official application form but should accompany the application. All applications and resumes will be reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of the most highly qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

IMMIGRATION REFORM & CONTROL ACT: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.