



THE CITY OF CARMEL-BY-THE-SEA INVITES YOUR APPLICATION FOR THE POSITION OF:

COMMUNITY SERVICES OFFICER

SALARY: \$52,582.40 - \$66,352

(Additional pay incentives for P.O.S.T. degree, education and specialty assignments.)

The City: Carmel-by-the-Sea, tucked along the central coast in Monterey County, California, is rich in natural beauty and prides itself on its white sand beach, luxuriant landscaped bluffs, verdant forest, natural parklands and roadside greenbelts. First incorporated as a City in 1916, this unique and quaint coastal community was founded by artists and writers – among them: Jack London, George Sterling, Mary Austin and Robinson Jeffers. The City is one square mile in area, with a population of approximately 4,800.

The Department: The Carmel-by-the-Sea Public Safety Department includes Police, Parking Control, Animal Control, and Dispatching Services. The Police Chief is also the Director of Public Safety with oversight over the Police Department, the Ambulance Department and Fire Contracted Services (Currently with Monterey Fire Department). The Police Department is made up of (15) sworn officers and (10) non-sworn positions, comprised of (1) Police Chief/Public Safety Director, (1) Commander, (2) Sergeants, (2) Corporals, (9) Officers, (6) Public Services Officers (Dispatchers) and (4) Community Services Officers (Parking and Animal Control). Specialized assignments currently include participation in regional Special Response Unit (SRU), Hostage Negotiation Team (HNT), Peninsula Regional Violence and Narcotics Team (PRVNT) as well as department Motor Officer, Bicycle Patrol and Detective positions.

The Carmel Police Department is committed to providing quality municipal police services to our residents, business community, and visitors. We maintain a proactive approach to preventing crime and a strong commitment to resolving the concerns of those we serve. The Department has embraced the philosophy of community oriented policing. Members are committed to delivering the highest level of service to the community. We take great pride in employing new members who possess the same level of commitment.

Definition: Under general supervision, performs a variety of duties and activities, primarily Parking Enforcement. Community Services Officers are also cross-trained as Dispatchers to fill in for relief or emergency situations. Additional duties may include vehicle abatement, traffic control and minor clerical assignments.

Ideal candidate has the following minimum qualifications:

- High School diploma or GED;
- At least 18 years old at time of appointment;
- Must be a U.S. citizen or have applied for citizenship before application;
- Possession of, or ability to obtain, a valid California Driver's License;
- Vision of 20/100 corrected to 20/30 in each eye and normal color acuity; and,
- Possession of, or ability to obtain, a California Commission on Peace Officer Standards and Training (P.O.S.T.) Basic Dispatcher's Course Certificate.

Appointments: Prior to appointment, all candidates must successfully complete a background investigation, medical examination, drug & alcohol screening test, polygraph and psychological exam. The City reserves the right to use alternate testing procedures if deemed necessary. Appointments are normally made at the first salary step.

Drug & Alcohol Testing Policy: Candidates offered employment must pass a pre-placement medical exam which includes a drug and alcohol screening test prior to final appointment. Hiring decisions may be based upon the results of the pre-employment drug and alcohol screening.

Please note: Any successful candidate selected by the hiring department will be required to submit proof of education and/or military records (i.e., original copy of the diploma or college/university transcripts or DD-214).

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

The closing date for this recruitment is **5:00 p.m., Wednesday, April 3**. To be considered for this opportunity:

- Please submit through CalOpps.org an employment application, cover letter, resume and a list of five (5) professional references (including your current supervisor) who will not be contacted until mutually agreed upon in advance of contacting them.

After the closing deadline, applications will be screened in relation to the criteria indicated in this announcement. Incomplete, late, emailed, and faxed applications are not accepted. Resumes are not considered in lieu of the required online employment application available at CalOpps.org. Resume, cover letter and list of references must be uploaded with your application through the CalOpps.org website.

The City of Carmel-by-the-Sea is not responsible for failure of internet forms or email in submitting your application. Candidates with a disability who may require special assistance in any phase of the application or selection process should advise Human Resources by emailing Jane Wilson (jwilson@ci.carmel.ca.gov).

Benefits include:

- Officers work on a mandatory step system based upon successfully completing probation and satisfactory yearly evaluations. The current MOU has six steps, whereas the sixth step is a longevity step achieved after 10 years of satisfactory service.

- Insurance: Participation in CalPERS medical plans; City-paid dental, vision, life and accidental death & dismemberment insurance coverage. City covers 80% of the medical plan premium cost.
- Section 125 Plan: Flexible spending account available to spend on out-of-pocket health care expenses.
- Opt-out option for medical coverage with supplement provided.
- Retirement: Covered by the CalPERS retirement system based on eligibility and enrollment history.
- Deferred Compensation Plan: City contributes \$25.00 monthly on behalf of eligible employees to IRS 457 Deferred Compensation Plan (currently through CalPERS/Voya or Nationwide).
- Sick Leave Accrual: 8 hours per month.
- Shift Schedule: Officers generally work 3-12 hour shifts with an 8-hour make-up day every other week.
- Shift Differential Pay: \$350 a month if working an entire month of 7 p.m. - 7 a.m.
- Vacation Leave Accrual: 1- 4 years of service = 80 hours per year; 5 -10 years of service = 120 hours per year; 11 - 14 years of service = 160 hours per year; 15 years of service and over = 176 hours per year.
- Holidays: 12 paid holidays per year; 1 general leave day per year. Sworn members, not on administrative schedule, will be paid straight time if the holiday falls on their day off or regular workday.
- Uniform Allowance: \$120.00 per month.
- Educational Incentive Pay: Pay is based on highest academic degree awarded: Associates 2%; Bachelor's 5%; Masters 6%.
- POST Educational Incentive: Pay is cumulative - Intermediate 1%; Advanced 2%; Supervisory 2% for a total of 5%.
- Longevity Pay: 3% after 10 continuous years of service with the City of Carmel-by- the-Sea.
- Tuition Reimbursement: Up to \$1000 per fiscal year for completion of approved courses.

THE CITY OF CARMEL-BY-THE-SEA IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS WORKFORCE DIVERSITY.

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

