

WORKING CONDITIONS/BENEFITS:

Hours—The normal work week for Group A employees is 40 hours; the normal work week for Group C employees is 37.5 hours.

Holidays—11 holidays per year.

Vacation—13 days after one year, 18 days after five years, 23 days after 13 years, and 28 days after 21 years. Probationary employees accrue vacation, but may not take or be paid for it until they have completed 12 months of employment.

Sick Leave—Allowance credited and accrued at the rate of one day a month.

Bereavement Leave—Max of 5 working days with pay per occurrence.

Dependent on the classification, the City either provides a flexible benefits spending account or makes a contribution towards the following insurances:

Health Insurance— Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents.

Dental Insurance—Coverage including orthodontia for employees and their dependents through Delta Dental Plan.

Long Term Disability Insurance— Plan provides an income protection of up to 66-2/3% of gross pay during periods of total disability (due to illness or accident) up to a maximum benefit of \$4000 per month. The benefit may be reduced by any benefits received from PERS, Social Security or other insurance sources.

Life Insurance—Term life insurance in the amount of \$25,000 from Standard Life Insurance Company. Supplemental Life Insurance (employee paid) available up to \$300,000.

IRC Sec. 125 Plan—Healthcare and/or dependent care reimbursement savings accounts available to all eligible, full-time, regular employees.

Retirement—) *Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)*

GENERAL INFORMATION

The City of Daly City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The City Manager's Office, 333-90th Street, Daly City, has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

PHYSICAL REQUIREMENTS: Applicants must be free from conditions which could preclude satisfactory performance of the essential functions of the job. Subsequent to a job offer, candidates may receive a pre-employment medical before appointment is approved. Individuals applying for positions requiring arduous physical labor will be required to pass an orthopedic evaluation/ back x-ray.

FILING APPLICATIONS: File your completed application with the Human Resources Department by the Final Filing Date (8:00 am to 5:00 pm, Monday through Friday, except holidays). Mailed applications must be POSTMARKED no later than the Final Filing Date. Applications postmarked after the Final Filing Date or personally delivered or received via interoffice mail after 5:00 pm on the Final Filing Date will not be accepted for any reason. A separate application must be filed for each examination and must contain a *complete* record of education, experience, and other information requested with emphasis given to any training or experience which fulfills the minimum requirements and is particularly related to the classification concerned.

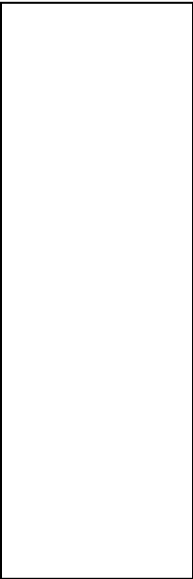
SELECTION: A limited number of persons whose applications demonstrate that they most closely meet the needs of the position will be scheduled for an interview. Candidates may be asked to perform other exercises including, but not limited to, written and oral presentations.

SPECIAL TESTING NEEDS: If you have a disability for which you need reasonable accommodation to take any of the tests, you must notify the Human Resources Department by the Final Filing Date. Verification of your need may be required.

SALARY: Appointment is normally made at the first step of the salary range shown in the Recruitment Bulletin. Thereafter, employees are eligible for merit increases upon completion of each year of satisfactory service, until the maximum step of the salary range is reached.

This job bulletin, including its summary of salary and fringe benefits information, is NOT to be construed as a legal document or contract.

HUMAN RESOURCES DEPARTMENT
CITY OF DALY CITY
295-89th Street, Suite 105
Daly City, CA 94015



An Equal Opportunity Employer
Minorities/Women/Disabled

Office: (650) 991-8028
Hearing Impaired: (650) 991-8278
(Office hours: 8:30 am-5:00 pm, Monday-Friday, except holidays)

THE CITY OF DALY CITY



INVITES APPLICATIONS FOR
**POLICE INFORMATION
& ANALYSIS
SUPERVISOR**

(Not Civil Service, 40 hours/week)

SALARY:
\$3383-3552-3729-3916-4112 biweekly
\$7329-7696-8079-8484-8909 monthly

*Full benefits as provided by the California
Public Employees' Pension Reform Act of
2013 (PEPRA)*

FINAL FILING DATE:
Friday, July 19, 2019

Oral Interviews:
TBA

**Résumés are not accepted in lieu of a City
of Daly City application.**

To apply online, visit:
www.calopps.org

INFORMATION

DEFINITION

Under general direction of a Police Command Officer, supervises the Police Department Records Division and the Crime Analysis Section; conducts staff studies and research projects; participates as a member of the police department's management team in overall departmental planning, research and work coordination; provides technical staff assistance, monitors and maintains the Police Department Records Management Systems; and perform other duties as assigned. The incumbent in this position works independently under broad guidelines.

EXAMPLES OF DUTIES

Coordinate with the Department of Justice on the dissemination of Criminal Offender Record Information and mandated audits. Ensure compliance with federal, state, and local statistical requirements of crimes, arrests, and accident reports. Develop, implement, and modify clerical and informational systems and procedures to improve operations and ensure compliance with new and existing laws. Maintain records and archives and storage of records and supplies. Supervise the Records Division clerks in work scheduling, dissemination of information, and general office work scheduling as required, including direction and personnel evaluation. Supervise maintenance of sufficient quantity of forms used by department personnel. Research, collect data, and prepare a variety of comprehensive statistical and written reports as required. Supervise processing and maintenance of police reports. Receive and process Subpoenas Duces Tecum. Supervise maintenance of warrants and collection of report fees. Develop, prepare, and maintain reporting procedures. Transcribe confidential internal investigations. Perform as a back up to the Crime Analyst position. Oversee the development and maintenance of the Department's web site. Provide training to

various departmental personnel concerning law enforcement technology systems.

MINIMUM QUALIFICATIONS

Knowledge of: Principles and practices of modern police work and the laws, regulations, and policies relating to the operation of a police department; codes, regulations and laws governing records management; principles of office management, supervision, training, and evaluation; modern office procedures, techniques, and equipment including principles of record keeping and automated information systems; research techniques, statistical methods, and completion and presentation of special projects and research reports.

Ability to: Deal effectively with employees and the general public; exercise sound judgment, and appropriately manage and lead; assign, plan, manage, supervise, and review the work of subordinate staff; research, analyze data and prepare accurate and comprehensive reports; communicate effectively orally and in writing; understand the organization and operation of the City and of outside agencies; work independently in Identifying the need for and development of proposed changes to operating practices, programs, and policies; interpret laws, regulations, and procedures related to records maintenance and crime analysis; complete assigned tasks in a timely and effective manner, interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Four years in police records management with at least two of the four years in a supervisory capacity.

Education: Graduation from high school or equivalent; possession of POST Records Supervisor Certificate desirable. A

baccalaureate degree from a college or university is desirable.

Signature:

Date:

Applicants for this position must be able to pass a comprehensive background investigation including polygraph and fingerprinting.

City of Daly City Prequalification Questionnaire for Police Information & Analysis Supervisor

To further assist in evaluating your qualifications, please complete the following prequalification questionnaire. The questionnaire will be used to help identify those candidates who meet the minimum requirements of the current vacancy. Failure to complete and return this questionnaire with the City Application will disqualify you for further participation in this recruitment.

Submit your application and prequalification questionnaire to:

Human Resources Department,
City of Daly City,
295 – 89th Street, Suite 105,
Daly City, CA 94015
OR apply online at: www.calopps.org

1) Do you possess a high school diploma or equivalent?

Yes ☐
No ☐

2) Do you have four (4) years experience in police records management with at least two (2) of the four years in a supervisory capacity?

Yes ☐
No ☐