



# CITY OF SIMI VALLEY

*Announcing an Outstanding Career Opportunity*

## Police Records Supervisor



**Salary:** \$67,141 - \$85,959 annually, plus excellent benefits. Benefits include fully paid medical for most plans (including family coverage) as specified in the current management resolution.

**Position:** Supervises, assigns, directs, reviews, evaluates and participates in the work of staff responsible for the daily operations and activities of the Police Department's Records Bureau; ensures work quality and adherence to established policies and procedures. The position is a working supervisor ensuring work quality and adherence to established policies and procedures while performing the more complex tasks and providing administrative and analytical support to the bureau manager and higher level management staff. The Police Department operates on a 4/10-work schedule. Working hours may vary and include weekends, nights and holidays.

**Minimum Qualifications:** Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to an Associate's degree (or 60 units) with major course work in law enforcement, public administration, or a related field.

**Experience:** Four years of increasingly responsible police records management experience, including one year of lead supervisory responsibility.

**License or Certificate:** Possession of, or ability to obtain and maintain, an appropriate, valid CLETS certificate issued by the Department of Justice. Possession of, or ability to obtain, a California Peace Officers Standards and Training (POST) Records Supervisor certificate within one year of employment.

**Special Requirements:** In order to work within the Police Department, final candidates must pass a thorough background investigation, which will include a polygraph and drug/alcohol screening.

### **Ideal Candidate**

The ideal candidate will demonstrate a high level of knowledge, skills, and proficiency as needed in the supervision of a Police Records Bureau. The candidate should possess excellent written and verbal communication skills, along with the ability to plan, prioritize, assign, supervise, develop, review, and participate in the work of staff responsible for providing police records services.

Further, the ideal candidate should possess the ability to coordinate the processing of all subpoenas and public records act requests, complete UCR reporting, and write detailed employee evaluations. Lastly, the ability to assist with detailed crime analysis requests is highly desirable.

*The City of Simi Valley is an Equal Opportunity Employer*

## **Benefits:**

- Retirement: CalPERS 2% @ 55 or 2% @ 62 defined retirement plan. Employees currently pay a 7% contribution.
- Medical: \$136/mo, plus up to \$2,040.18/mo in "Simiflex Dollars" (cash to offset the cost of health or other optional benefits).
- Dental: A PPO and HMO plan are available. Employee cost ranges from \$0 to \$52 per month.
- Vision: A plan is available for a cost of \$2.66 per month.
- Life Insurance: \$101,000 for employees and \$5,000 for each dependent is provided at no cost.
- Disability Insurance: Paid by the City.
- Retirement Health Savings Plan: \$200 per month.
- Deferred Compensation: 401(k) plan; the City will match employee contribution up to \$185.83 per month.
- Annual Leave (Vacation & Sick Leave): 227.5 hours/year - first five years; 267.54 after five years; & 279.5 after ten years.
- Holidays: 11 paid holidays per year (paid at eight hours each), as well as an 8-hour floating holiday.
- Alternative Work Schedule: a 4/10 schedule with Monday or Friday off.

Optional benefits and tuition reimbursement are also available.

For complete details on the benefits provided for this position, please visit: <https://www.simivalley.org/home/showdocument?id=17449>



City of Simi Valley Human Resources

2929 Tapo Canyon Road

Simi Valley, CA 93063

[www.simivalley.org](http://www.simivalley.org)

Questions? Contact Human Resources via e-mail at [jobs@simivalley.org](mailto:jobs@simivalley.org) or call (805) 583-6743.

The provisions on this announcement do not constitute an expressed or implied contract, and any provision contained in this announcement may be modified or revoked at any time.

## ***Application and Recruitment Process***

**Applications will be accepted until 5 p.m. on October 22, 2020, or when 75 applications are received, whichever occurs first.** Apply online at [www.Calopps.org](http://www.Calopps.org).

Resumes are not accepted in lieu of the City's Application form. Employment applications and supplemental questionnaires must be complete, contain a minimum of ten years of experience (appropriately), and list gaps of employment.

**Selection Process:** Candidates who possess the best combination of qualifications will be invited to interview; an interview is not guaranteed.

Applicants seeking Veteran's Preference must submit form DD214.

**Reasonable Accommodation:** In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Division, in writing.