THE CITY OF MARTINEZ INVITES APPLICATIONS FOR

POLICE DISPATCHER

FINAL FILING DATE: **DECEMBER 17, 2012 at 5:00 P.M. (NO POSTMARKS ACCEPTED).** See below for details on submission of application packet and required tests/certifications.

SALARY RANGE: **$4,412.54-$5,329.24/MO $25.45-$30.74/HR**. Plus the City provides an excellent benefit package including an employer contribution of $65 into a deferred compensation plan, uniform allowance, and more. Placement within the salary range will depend on qualifications and experience.

THE POSITION: The Police Dispatcher is a non-sworn law enforcement position typically working inside the communications center of the police department. The primary function of the position is to utilize communication equipment essential to the operation of the Martinez Police Department in facilitating communications between members of the public and personnel of the police department and other public service agencies. Such operations may involve multi-tasking in stressful situations in which public health, safety and welfare may be endangered.

EXAMPLE OF DUTIES: Receives calls for service and dispatches department personnel via radio, computer or telephone. Maintains, enters information into and queries local, regional and national computer databases. Uses department computer aided dispatch software and records management system software to input data which facilitates the dispatching and recording of law enforcement and other operational tasks of the Martinez Police Department. Incumbents of this classification are required to work shifts, holidays and weekends. May perform matron duties. May be required to perform other duties as needed.

REQUIREMENTS: ***MINIMUM:*** At time of appointment, Incumbent must be at least eighteen (18) years of age; be able to type at a speed of not less than 40 wpm; possess a high school diploma or equivalent; possess a valid California driver's license; be able to pass a thorough background investigation, polygraph test, psychological evaluation, physical evaluation and drug test prior to appointment.

KNOWLEDGE/SKILLS/ABILITIES: Have the ability to speak clearly and concisely; be mentally alert at all times while on duty; remain calm under stress; be able to make rapid decisions, many times while performing two or more operations; possess a good memory; have a well groomed appearance; be able to communicate with the public in a warm and friendly manner; have the ability to follow oral and written directions and commands. Be familiar with computers, computer related systems and operations.

CURRENT BENEFITS & WORKING CONDITIONS:

The City of Martinez offers excellent working conditions and surroundings. Enjoy the ergonomically updated dispatch center.

Shifts: Employees may be assigned to work 3 days with 12 hour shifts (3/12), 4 days with 10 hour shifts (4/10) or 5 days with 8 hour shifts (5/8). **MAY BE REQUIRED TO WORK NIGHTS, WEEKENDS, HOLIDAYS, AND OVERTIME**.

Shift Differential: In addition to regular salary, an employee assigned to a swing, cover, or graveyard shift will receive 3% additional pay for shift differential.

Education: Every employee who has an Associate of Arts Degree from an accredited school or college shall receive three percent (3%) additional pay.

Retirement: Public Employees' Retirement System (PERS). Effective 7/1/12, the City contributes 6.5 of the employee's 7% portion toward retirement. Retirement formula of 2% at age 60. Employee contributions increase over the term of the MOU. Please see the MOU for complete details. MOU available online at www.cityofmartinez.org. The position does not participate in social security.

Retiree Health Benefit: Based on years of service, up to 100% after 25 years of service.

Deferred Comp: The City contributes $65.00 per month into a deferred compensation (ICMA) 457 plan.

Vacation: Accrued at 8 hours per month for the first four years of service.

Holidays: Fourteen days per year.

Sick Leave: Accrued indefinitely at the rate of 8 hours per month.

Uniform Allowance: Regular status employees with the Police Department are entitled to receive an annual $625 uniform allowance.

Longevity Pay: 5% at 15 years of service and an additional 2% at 20 years of service.

Bilingual Pay: 2% for one language and 4% for two or more languages. Sign language included.

Meal Allowance: A meal allowance of $8.00 shall be paid for every four (4) hours of unscheduled overtime.

Insurance: **Medical:** The City offers Kaiser and Blue Cross PPO for health coverage. Effective 1/1/13, the City will contribute $589.56 for employee, $1179.08 for employee +1, and $1668.38 for full family coverage with the employee contributing a portion of the monthly premium. Please see the MOU for complete details. MOU available online at www.cityofmartinez.org.

Dental: The City pays 100% of the premium for Delta Dental, which includes a **$4,000 orthodontic lifetime benefit.**

Life Insurance: The City pays 100% of the premium for life insurance of 2x the annual salary up to $125,000.

Long Term Disability: The city pays 100% of the premium for the long term disability.

Probation: Employee must successfully pass a 12 month probationary period.

FINAL FILING DATE: **DECEMBER 17, 2012 at 5:00 P.M. (NO POSTMARKS ACCEPTED).** Applications received by the Personnel Department after Monday, December 17, 2012 at 5:00 p.m. will be disqualified. A typing certificate and P.O.S.T. results or certifications must be submitted with your application packet (see below for details).

APPLICATIONS: Forms are available online at www.cityofmartinez.org, from the Personnel Department, City of Martinez, 525 Henrietta Street, Mtz, CA 94553, or by calling (925) 372-3522. **RESUMES NOT ACCEPTED IN LIEU OF COMPLETED CITYAPPLICATION FORM.**

CERTIFICATIONS & TEST RESULTS: **DOCUMENTATION MUST BE SUBMITTED WITH APPLICATION PACKET.**

TYPING: Must indicate a minimum of 40 wpm net capability. Certification may be from a recognized business school, employment or temporary agency and must be dated within the past 6 months. No online certificates accepted.

AND

P.O.S.T.:

Entry level applicants must submit notification of P.O.S.T. Entry Level Dispatch Test with a T-Score of at least 50 within the last 12 months. Applicants without a current T-Score may make a reservation to take the P.O.S.T. Entry Level Dispatch Test at the South Bay Regional Public Safety Training Center, located in San Jose. Space is limited. All registrations are done online only at **http://theacademy.ca.gov/**. From the homepage, click "**Assessment Testing**", then choose one of the dates under "**POST Dispatcher Test– Martinez Only**", which will take you to a **Ticket Information** screen. Enter the password "**success**" and click the "**View Event**". All information about the test, FAQs (frequently asked questions), and practice tests, as well as dates, times and cost are at this website. If you have any difficulty, please contact the South Bay Regional Public Safety Training Center at (408) 270-6458. The Training Center will email your T-Score to you in the form of a PDF letter within 7 business days. **It is your responsibility to either email or fax your official results letter (T-Score) to the City of Martinez at jobs@cityofmartinez.org or (925) 229-5012 before the deadline of December 17, 2012 at 5:00 p.m.**

Laterals applicants may submit a P.O.S.T. Dispatch Basic Certificate **OR** a P.O.S.T. Dispatch Course completion certificate and have completed a 12-month probationary period as a public safety dispatcher.

SELECTION PROCESS: A limited number of the most qualified applicants will be invited to an oral appraisal on a date to be announced. The score the candidates receive on the oral appraisal is weighted at 100% and will determine their placement on the eligibility list.

ORAL INTERVIEW: DATES TO BE ANNOUNCED.

NOTES TO APPLICANTS:

DISABLED APPLICANTS: The Personnel Department will make reasonable efforts in the examination process to accommodate disabled applicants. Please advise the Department of any special needs in advance of the examination.

VERIFICATION OF EMPLOYMENT ELIGIBILITY:
As mandated by the Immigration Reform and Control Act of 1986, all candidates offered employment after November 6, 1986 must provide written proof that establishes identity and eligibility to work in the United States. This is accomplished by completing the Employment Eligibility Verification Form (I-9) and producing acceptable documents including but not limited to, United States Passport; State-issued Driver's License; Social Security Card; Birth Certificate; other acceptable documents that establish identity and eligibility to work in the United States.

THE CITY OF MARTINEZ HAS ADOPTED ORDINANCE 1047 C.S. WHICH PROVIDES EMPLOYEES WITH A SMOKE-FREE WORKING ENVIRONMENT.

THIS POSITION IS SUBJECT TO AGENCY SHOP

THIS POSITION DOES NOT PARTICIPATE IN SOCIAL SECURITY

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