



THE CITY OF ROCKLIN ANNOUNCES AN
OPENING FOR:

COMMUNITY SERVICE OFFICER

\$61,607 - \$84,928 annually

Pride, Professionalism, and Teamwork

Come to work for the beautiful City of Rocklin. Work for a progressive Police Department in a safe community with great schools and affordable housing. Enjoy hiking, boating, camping, skiing, and much more, just minutes from Rocklin.

APPLY HERE



APPLICATION DEADLINE:

Thursday, August 8, 2019 by 5:00 PM

CAREER OPPORTUNITY

The City of Rocklin is now accepting applications for a Community Service Officer for the City's Police Department. Under general supervision, the incumbent performs a wide variety of civilian field and office law enforcement and crime prevention work in direct support of sworn personnel. This position will work in the field and will be responsible for handling non-suspect contact reports, traffic accidents, crime scene investigations, and a wide variety of clerical duties in support of various department programs. The Community Service Officer is a non-sworn journey level classification, where incumbents are expected to perform the full range of assigned duties with minimal supervision. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise. Incumbents receive general supervision from higher level supervisory and management staff, and may supervise or provide technical and functional direction to non-sworn personnel and/or volunteers.

The Rocklin Police Department has 93 full-time employees. The Department fields a number of units and specialties including: Uniformed Patrol, Traffic Enforcement, Investigations, Canines, School Resource Officers, Crime Prevention, Citizen Volunteers, SWAT, Dispatch, Records, Evidence, and Animal Control. The Department embraces a philosophy of community oriented policing. The City enjoys a low crime rate, and all efforts are focused toward maintaining a safe, family environment throughout the community. The Department is housed in a **40,000 square foot state of the art facility.**



COMMUNITY

The people who live and work in the City of Rocklin are the heart of the community and have built a special place for residents and visitors. Rocklin has a mixture of first-class business, retail, and recreational opportunities often offered by larger cities, but also combines those amenities with neighborhoods that maintain their sense of community and small-town values.

Rocklin was recently named the best place in Placer County to raise a family by Niche.com and the reputation is well-earned. Rocklin schools are consistently listed with the best in the Sacramento region. Low crime rates and top-notch public safety departments have also placed Rocklin in the top 20 safest cities in California. It's also great for residents and visitors to know a park is located within half a mile of nearly every door in the city.

Public and private development has created an environment that supports vibrant entertainment, commercial activity, and residential options. Business attractions in the City feature large retailers like Bass Pro Shops, farm-to-fork restaurants, including the Chef's Table, and award-winning breweries such as Moksa Brewing Co.

The City of Rocklin is located in South Placer County at the intersection of Interstate 80 and State Highway 65, and is characterized by rolling hill terrain with 360 degree panoramic views of the Sierra Nevada Mountains to the northeast and to the Sutter-Butte mountain range in the West. With an estimated population of 70,000 people, Rocklin is one of the fastest growing cities in California, with approximately 65% of its growth since 2000.

Rocklin was first recognized as a destination along the transcontinental railroad in 1864, about the same time granite mining began. The City was incorporated in 1893 during the heyday of railroad and granite mining activity. By 1910, 22 quarries operated in Rocklin and, in 1912, nearly 2,000 train carloads of granite were sent out of town to become part of the state capitol building and buildings in San Francisco.



TEAM ROCKLIN CULTURE

As an organization, the City of Rocklin is dedicated to maintaining a high standard of service, a collaborative team environment, innovative ideas, transparency, and on-going training and development. Team Rocklin takes pride in serving the citizens and maintaining a safe and thriving community. Rocklin team members appreciate the strong support they receive from the citizens who respect and value what they do to keep the City a great place to live, work and play. Working at the City of Rocklin, you can see firsthand the strong sense of community and high standard of service. Rocklin continues to be an innovative leader that is creating its own identity by challenging the status quo. Team Rocklin members are capable experts in their fields, who work together to accomplish the strategic objectives set forth by the City Council.

ORGANIZATION

The City of Rocklin is a General Law City and operates under the Council/Manager form of government. Five Council Members are elected at large for four-year terms. Each year, the Council elects the Mayor and Vice-mayor from within their ranks. The City Council appoints the City Manager, City Attorney, and City Clerk. Management staff from all departments work closely together to ensure stable growth and ongoing quality of life within the community. The City Council consistently supports public safety goals and efforts to maintain one of the safest communities in the State.

The City of Rocklin is an organization of professionals dedicated to serving residents, businesses and stakeholders. City departments include Police, Fire, Community Development, Public Services, Human Resources, Finance, Parks and Recreation, the City Manager's, City Attorney's, and City Clerk's Office. Rocklin employees take pride in operating on efficient budgets and with the appropriate level of staffing. Employees at all levels of the organization are encouraged to innovate and continue their personal growth, which in turn improves City programs that benefit the citizens of Rocklin.

SALARY AND BENEFITS

■ Salary Range

\$61,607 - \$84,928 per year

■ Medical/Retiree Health

A variety of plans are offered through CalPERS. The City pays \$1,200 per month to active employees and eligible retirees and the employee pays any difference. Employees who retire by 12/31/2020 are guaranteed the City's \$1,200 per month contribution for retiree health.

Dental and Vision

City-paid for employee and dependents.

■ Leave Accruals

- Sick Leave: 56 hours per year for the first year of service; 72 hours per year thereafter.
- PTO: 234 hours for first year and up to 298 hours after 9 years.

■ Education Incentive Pay

Ranges from \$65 - \$225 per month based on level of education

■ Uniform Allowance

\$36.54 paid in each biweekly pay period.

■ Retirement-CalPERS (In accordance with Public employees' Retirement law)

2% @ 62 PEPRA employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

2% @ 55 Classic employees: Current CalPERS members or former CalPERS members without a break of service of more than 180 days.

■ Deferred Compensation

Rocklin offers optional programs for employee participation (457 plan). PEPRA employees receive \$200 per month (No match)

■ Insurance

Life Insurance and AD&D: City-paid \$50,000

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of police science and operations
- Techniques and procedures of modern evidence collection, storage and disposal
- Basic law enforcement practices, methods, and applications as related to a broad range of services and programs
- Standard two-way public safety radio broadcasting procedures and rules
- Principles of supervision, training and performance evaluation
- Principles and practices of report writing for a law enforcement agency
- Law enforcement record keeping and records management principles and procedures

Ability to:

- Learn to perform a variety of community service duties related to supporting law enforcement activities
- Learn the use and care of automobiles, assigned equipment and other Police Department equipment
- Learn, interpret and apply City and Police Department policies, procedures, rules and regulations
- Learn California statutory law as it pertains to incidents commonly documented and/or encountered by a Community Service Officer
- Organize, plan, prioritize, assign, and review the work of assigned personnel engaged in crime prevention and volunteer programs
- Exercise independent judgment and discretion in analyzing and resolving problems; work with minimal supervision
- Learn to direct and control traffic during special events, traffic accidents and/or all situations
- Maintain accurate and complete records and reports
- Organize own work, coordinate projects, set priorities, and meet critical deadlines
- Use English effectively to communicate in person, over the telephone and in writing
- Operate specialized automated law enforcement information and communication systems including public safety computer systems to access and maintain data
- Preserve the confidentiality of sensitive material routinely encountered during the course of work
- Deal tactfully yet firmly with the public in stressful situations; interact with the public in a positive manner
- Establish and maintain effective working relationships with those contacted in the course of work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

[Click Here to view Benefits Summary](#)

THE CITY OF ROCKLIN IS AN EQUAL OPPORTUNITY EMPLOYER



Minimum Qualifications

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade, and at least one (1) year of full-time experience dealing with the public in person and/or over the telephone, demonstrating a general aptitude for working with the public in a multi-task environment.

License Requirements

A valid California Class C driver license or higher with a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PRE-QUALIFICATION QUESTIONS

1. Do you have the equivalent to the completion of the twelfth (12th) grade?
2. Do you have at least one (1) year of full-time experience dealing with the public in person and/or over the telephone, demonstrating a general aptitude for working with the public in a multi-task environment?

SUPPLEMENTAL QUESTIONNAIRE

1. After reviewing the minimum qualifications, please describe how your education and experience qualifies you for this position.

APPLICATION PROCESS

Applicants may apply [on-line](#) or by submitting a [hard copy employment application](#) to the Human Resources Department at the address below. The applicant has the responsibility to explain his/her qualifications fully and clearly. Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the next step of the City's selection process.

SELECTION PROCESS

The City's selection process includes an oral panel interview, polygraph, and a thorough background investigation. Offers of employment are subject to successful completion of a pre-employment psychological exam, physical exam, substance abuse screening, and live scan screening. *Applicants who do not successfully complete any portion of the selection process may not reapply for six months.*

City of Rocklin – Human Resources Dept.
2nd Floor City Hall
3970 Rocklin Road
Rocklin, CA 95677

Telephone: (916) 625-5050 / Fax: (916) 625-5099 / Job line: (916) 625-5060

The [Full Job Description](#) is available on the City's website www.rocklin.ca.us

**APPLICATION DEADLINE:
Thursday, August 8, 2019 by 5:00 PM**



The City of Rocklin is an equal opportunity employer.
If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Dept., upon submittal of the application.
Medical disability verification may be required prior to accommodation.