



THE CITY OF ROCKLIN ANNOUNCES AN  
OPENING FOR:

## POLICE RECORDS SUPERVISOR

### *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:

**Tuesday, September 26, 2017 at 5 PM**

### ABOUT THE POSITION

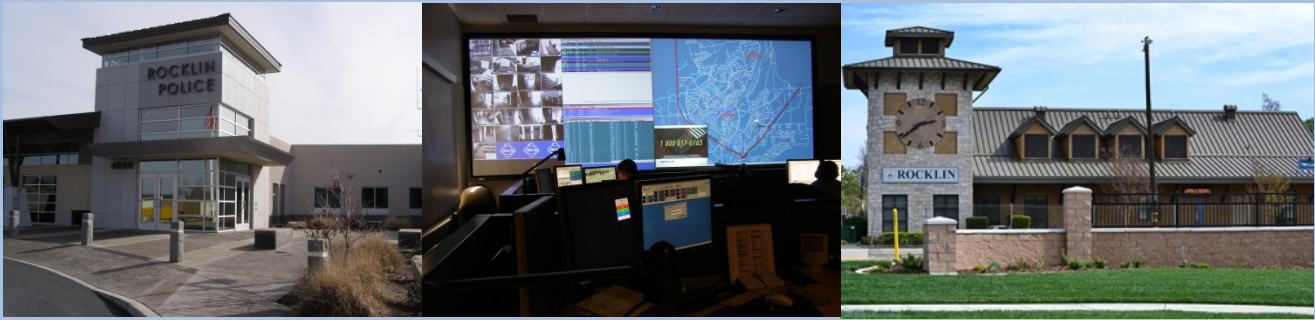
The City of Rocklin is looking for a Police Records Supervisor in the City's Police Department. The incumbent will supervise, coordinate, and oversee the operations of the records unit of the Police Department; perform complex and confidential technical and administrative tasks in the maintenance of police records; act as custodian of police records; and provide responsible technical and administrative support to the division commander.

This is the advanced journey-level position in the Police Clerk series and the incumbent is expected to independently perform the full range of assigned duties. This class is distinguished from the Senior Records Clerk by the Police Records Supervisor having responsibility for directly supervising assigned personnel.

### THE DEPARTMENT

The Rocklin Police Department has 88 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

Located in South Placer County at the intersection of Interstate 80 and State Highway 65, the City of Rocklin is a thriving community of 64,417 residents located at the base of the Sierra Nevada Mountains. Rocklin is a preferred location for business and living because of its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety.

Rocklin's outstanding educational systems includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to 4-year universities and William Jessup University, a fast-growing private, 4-year university.

In addition to vibrant retail centers, Rocklin has a diverse range of business types including finance, insurance, health care, technology, engineering and utilities. Businesses choose to make their home in Rocklin because of our strong demographics, low business license fees and a great quality of life that appeals to employers and their employees.

## 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. 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 prides itself as having friendly people, small town charm, as well as tree lined and safe, thriving neighborhoods. City staff work closely with residents and businesses to provide the best municipal services possible.



## Salary and Benefits:

### ■ Salary Range

\$57,523 - \$73,416 per year

### ■ Medical

The City pays \$1,093 and the employee pays any difference. A variety of plans are offered through CalPERS.

### ■ Dental and Vision

City-paid for employee and dependents.

### ■ Leave Accruals

12 sick days per year; 29 PTO days per year for first year, then progresses up to 37 days per year based upon years of service; Special Holiday Pay

### ■ Education Incentive Pay

### ■ Longevity Pay

2.5% at 7 years, 5% at 10 years, and 7.5% at 15 years.

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

2% @ 62 PEPRAs 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 plans).

### ■ Insurance

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

[Click Here to view Benefits Summary](#)

## KNOWLEDGE OF:

- Operations, services and activities of a Police Records Unit
- Complex principles and practices of records management systems
- Principles and practices of training, supervision, and performance evaluation
- Pertinent federal, states, and local laws, codes and regulations
- Principles and practices of public sector finance, budgeting, and accounting, including basic budget preparation and monitoring, cash control and related accounting practices
- Prepare clear and concise reports, correspondence and other written materials
- Techniques for providing a high level of customer service.

## ABILITY TO:

- Plan, assign, supervise, and evaluate the work assigned support personnel
- Perform a wide variety of administrative duties and record keeping; assemble and organize data and prepare reports
- Maintain confidential data and information
- Analyze situations correctly and adopt quick, effective and reasonable courses of action with regard to surrounding circumstances
- Select, train and instruct assigned personnel
- Interpret and apply federal, state, and local policies, procedures, laws and regulations
- Understand and act in accordance with City and Police Department policies, procedures, and rules, interpret and apply policies, procedures, and rules to assigned personnel
- Type at a speed necessary for successful job performance
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities and meet critical time deadlines
- Use English effectively to communicate in person, over the telephone and in writing
- Use tact, initiative, prudence and independent judgement within general policy, procedural and legal guidelines
- Establish and maintain effective working relationships with those contacted in the course of work, including City and other governmental officials, community groups, the general public, and media representatives



## 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 12<sup>th</sup> grade and four years of increasingly responsible full-time experience in police records management. Incumbents must successfully complete a POST Records Supervisor course within one year of appointment.

### 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.

## APPLICATION PROCESS

Applicants may apply [on-line](#) or by submitting a [hard copy employment application](#) to the Human Resources Division 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 City's selection process.

### SUPPLEMENTAL QUESTIONNAIRE

1. Do you have the equivalent to the completion of the 12<sup>th</sup> grade?
2. Do you have four years of increasingly responsible full-time experience in police records management?
3. Do you have a POST Records Supervisor certificate?

## SELECTION PROCESS

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 in the selection process.

Offers of employment are conditional upon successful completion of a pre-employment physical examination, and fingerprint clearance. All applicants will be notified by email following application review.

### City of Rocklin – Human Resources Office

City Hall, 2<sup>nd</sup> Floor  
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](http://www.rocklin.ca.us)



[APPLY HERE](#)

*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 Office upon submittal of the application.*