



THE CITY OF ROCKLIN ANNOUNCES AN  
OPENING FOR:

## PUBLIC SAFETY DISPATCHER II (LATERAL)

[APPLY HERE](#)

### *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.*

**APPLICATION DEADLINE:  
Friday, August 24, 2018**



### CAREER OPPORTUNITY

The City of Rocklin is now accepting applications for Public Safety Dispatcher II (lateral) for the City's Police Department to perform a variety of duties in receiving, evaluating, prioritizing, and relaying calls for emergency and non-emergency public safety assistance; dispatching appropriate units and coordinating responses of emergency personnel; operating a variety of telecommunications equipment including radio, telephone, and computer aided dispatch systems; and performing a wide variety of specialized duties involved in emergency communications.

The Public Safety Dispatcher II is the full journey level class within the Public Safety Dispatcher series. Employees within this class are distinguished from the Public Safety Dispatcher I by the performance of the full range of duties as assigned including providing technical and functional supervision to the Public Safety Dispatcher I. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Public Safety Dispatchers are required to work various shifts to meet the needs of Rocklin's state-of-the-art emergency communications center.



## 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 66,830 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 UC and CSU 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.

## TEAM ROCKLIN CULTURE

As an organization, the City of Rocklin is dedicated to maintaining 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. 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

\$60,399 - \$83,261 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

### ■ Dental and Vision

City-paid for employee and dependents.

### ■ Leave Accruals

- Sick Leave: 56 hours for the first year, and 72 hours after one year;
- PTO: 234 hours for the first year; and 298 hours after 9 years;
- Special Holiday Pay

### ■ Education Incentive Pay

Ranges from \$65 - \$275 per month based on level of education.

### ■ Uniform Allowance

\$30 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 plans). PEPRA employees receive \$200 per month (no match)

### ■ Life and AD&D

City-paid \$50,000 life insurance and Accidental Death & Dismemberment (AD&D)

## EMPLOYMENT STANDARDS

### Knowledge of:

- Current public safety radio reception and broadcast procedures, rules, and regulations
- Pertinent federal, state and local laws, codes and regulations
- Geographic features and streets within the area of service
- Correct English usage, spelling, punctuation and grammar
- Current office procedures and computer equipment

### Ability to:

- Operate public safety radios, computer-aided dispatch and records management systems,
- Automatic Vehicle Location (AVL) programs, and other related technologies
- Understand and apply standard public safety radio broadcasting procedures and rules associated with emergency communications
- Organize and prioritize work; handling routine and non-routine tasks concurrently
- Exercise independent judgment and work with minimal supervision
- Understand and act in accordance with City and Police Department policies, procedures and rules
- Understand and apply federal, state and local policies, procedures, laws and regulations
- Process, maintain, and disseminate information appropriately
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

## PHYSICAL REQUIREMENTS

Incumbents must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 20 pounds.



[Click Here to view Benefits Summary](#)

THE CITY OF ROCKLIN IS AN EQUAL OPPORTUNITY EMPLOYER

## MINIMUM QUALIFICATIONS

*Any combination of training and experience that 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 12<sup>th</sup> grade
- Two years of full-time experience equivalent to a Public Safety Dispatcher with the City of Rocklin.

## DESIRABLE REQUIREMENTS

- Successful completion of a public safety dispatch training program for a law enforcement or fire services agency, and successful completion of the associated probationary period.
- Additional specialized public safety dispatch training.
- Possession of, or ability to obtain, a California POST Public Safety Dispatcher certificate by the first year.
- Possession of, or ability to obtain, a National Academies of Emergency Dispatch Advanced Emergency Medical Dispatch certificate by the first year.

## SUPPLEMENTAL QUESTIONNAIRE

1. After reviewing the minimum qualifications, describe your experience working as a Public Safety Dispatcher.

## APPLICATION PROCESS

Applicants may apply [on-line](#) or by submitting a [hard copy employment application](#) to the Human Resources Office at the address below. Incomplete applications will not be accepted. Electronic submittals are preferred.

### *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**

## SCREENING 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 of the City's selection process. Offers of employment are conditional upon successful completion of a pre-employment background, medical and psychological examination, and fingerprint clearance. All applicants will be notified by e-mail following application review. *Applicants who do not successfully complete any portion of the selection process may not reapply for six months.*

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*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. Medical disability verification may be required prior to accommodation.*