ABOUT THE CITY

Albany, California is a city of 18,800 residents located in the greater San Francisco Bay Area. The City is dedicated to maintaining its small-town ambience, responding to the needs of a diverse community, and providing a safe, healthy, and sustainable environment. Surrounded by the San Francisco Bay to the west, the Berkeley Hills to the east, and the communities of Berkeley, El Cerrito, Kensington, and Richmond. Albany’s 1.7 square miles offer a fascinating diversity.

Albany prides itself on being a safe, community-oriented city with strong services and programs for youth, families, and senior citizens. The City is comprised largely of single-family homes and small businesses with its own “Main Street”, Solano Avenue. Albany is located next to the University of California, Berkeley, and has its own highly ranked public school system, providing a warm environment for students and family alike. Community events, the arts and a vibrant commercial district cater to the needs of the community. Albany in centrally located for optimal access to the walking, hiking and biking paths so famed in the East Bay area, and it offers the charms of small-town living with attractions of being located in a major metropolitan region.

THE DEPARTMENT

The Albany Police Department is a service-oriented agency whose members take pride in their proactive response to crime, disorder, and quality of life issues. This approach recognizes our community’s high expectations for professional police services and has sustained a positive relationship with the community for many years.

A Chief of Police, appointed by the City Council, manages the department, which is organized into two divisions: The Operations Division and the Support Services Division. The divisions are comprised of 26 sworn police officers assisted by support personnel, including dispatchers, clerk typists, parking enforcement, and police services technicians. The department has an active in-service training program that regularly meets or exceeds POST mandated continuing professional training standards.

THE POSITION

Public Safety Dispatchers (Communications Clerks) do skilled technical work in the operation of telecommunications and computer aided dispatch (CAD) equipment to provide a vital communications link between emergency response units in the field and locations where emergency assistance is requested by the public.

A Dispatcher performs law enforcement, fire, emergency medical dispatch, and rescue related telecommunications dispatch work in the city’s 9-1-1 communications center. Duties include operating computer aided dispatch systems, multi-line telecommunications and radio communications equipment to receive requests for emergency public safety assistance, determine the type and level of response necessary, accomplish timely and effective dispatch of emergency response units, monitor response and safety of responding units, and retrieve supplemental information from other local, state, and federal information systems. The work is performed in accordance with prescribed communication center dispatch policies, procedures, and practices, and under the general direction of assigned supervisory staff.
MINIMUM QUALIFICATIONS

No prior experience as a Public Safety Dispatcher is required to apply for this opportunity.

- **Education:** Completion of high school, General Educational Development (GED) certificate, or California Proficiency Certificate.
- At least one year of work experience performing clerical, receptionist, or public contact duties, preferably within a police or other public safety agency.
- **Employment Eligibility:** Federal Law requires all employees to provide verification of their eligibility to work in this country.
- **Typing Certificate** dated within 6 months with 35 or greater net words per minute.

SPECIAL REQUIREMENTS

- Successfully complete the P.O.S.T. Basic Dispatcher course within six months of employment in this job class.
- Successfully pass a thorough pre-employment background, polygraph, drug screen and psychological investigations.
- Must be available to work overtime, holidays, weekends, and off-hour shifts.
- May be required to work extended shifts in relief or emergency situations.
- May be assigned to attend off-site training in lieu of assigned duties.
- Work a 4 day, 10 hour schedule.
- Must wear a police department uniform.

COMPENSATION

The City of Albany offers a very competitive compensation and benefits package. The salary range for this position is **$58,320 to $75,204** annually, **$4,860 to $6,267** monthly, plus educational incentives.

BENEFITS

- **Retirement:**
  - CalPERS Classic Members (employees hired on or after January 1, 2013, and defined as “classic” PERS members) participate in a 2% @ 60 retirement formula.
  - New CalPERS Members as defined by PEPRA (employees new to PERS or with greater than 6 months gap in service with PERS) participate in a 2% @ 62 formula.
  - This position participates in Social Security.

- **Health Insurance:**
  - 9 CalPERS Health Plans to choose from.
  - Employer-paid family health insurance at the Kaiser premium level (based on coverage level).
  - Deferred compensation in-lieu of health insurance at Kaiser Single Rate for employees choosing to opt out by providing proof of outside coverage annually.

- **Other Insurance:**
  - Fully-paid family dental insurance through Delta Dental.
  - Orthodontia reimbursement plan.
  - Life insurance, $50,000 employer paid.
  - Long-term Disability Insurance.

- **Other Optional Benefits:**
  - Vision Insurance (VSP)
  - A Section 457 deferred compensation program, administered through ICMA.
  - Section 125 flexible spending benefits plan for health care and dependent care expenses.
  - Commuter Checks

- **Vacation:** 11 to 22 days of vacation per year.
- **Holidays:** 13 days holiday pay or comp time
- **Sick Leave:** 12 days of sick leave per year.
**THE PROCESS**

Following a thorough appraisal of all application materials, the most highly qualified applicants will be invited to continue in the selection process, including a written examination in Albany, an oral board interview in Albany, and a Criti-Call performance test that will be conducted in San Jose. See below for tentative dates.

Applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. This job announcement is meant only as a general descriptive guide and is subject to change. It does not constitute an express or implied contract.

The Police Chief will make a final recommendation of appointment.

Persons with disabilities who require special assistance or accommodations may call Gene Boucher at: (510) 528-5714.

**IMPORTANT DATES**

Dates below are tentative and subject to change. All candidates moving to the next phase of the process will be notified and given exact dates and times of tests and interviews.

- **WRITTEN EXAMINATION**—September 11, 2015
- **ORAL PANEL INTERVIEWS**—September 23, 2015
- **CRITICALL EXAMINATION**—End of September or Early October
- **FINAL INTERVIEWS**—Mid-October 2015

The information contained in this Employment Opportunity flyer is subject to change and does not constitute either an expressed or implied contract.

**HOW TO APPLY**

The City of Albany is looking for qualified applicants who are interested in a fast-paced, rewarding career as a Public Safety Dispatcher. This industry offers job security, competitive salary and excellent benefits.

Do you have a desire to help others in emergency situations? Are you a person with the ability to make decisions under pressure without “analysis paralysis” or “tunnel vision?” Are you looking for an unusual, yet rewarding career? If the answer to these questions is “YES” we encourage you to apply today!

Please apply online at [www.CalOpps.com](http://www.CalOpps.com). Applicants unable to apply online can request an application by calling (510) 528-5714 or visiting the Human Resources Office at the address below.

**FINAL FILING DATE**

All Applications, Supplemental Question responses (required), Typing certificate dated within 6 months with 35 or greater net words per minute (required), resumes and cover letters must be received by **5:00pm on August 31, 2015**.

If you have any questions regarding this position, please contact:

Gene Boucher, CLRM, IPMA-CP
City of Albany, Human Resources Manager
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Albany, Ca 94706
Email: gboucher@albanyca.org
(510) 528-5714

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The City of Albany is an Equal Opportunity Employer