

The City of
MADERA



JOIN OUR TEAM!

Are you...

Interested in municipal government and public service?

Interested in pursuing a career in law enforcement?

Interested in improving the bridge that connects the community and law enforcement?

NOW RECRUITING FOR:

Police Office Supervisor

Apply by 3pm, Friday, 5/28/2021

ANNUAL SALARY

\$49,915.94-\$63,693.46 per year

PRIMARY RESPONSIBILITIES

The **Police Office Supervisor** is the supervisory level class responsible for directing and coordinating a variety of complex technical, clerical and office support in the Police Department. The Police Office Supervisor's primary responsibility is the supervision and management of the Records and Dispatch divisions of the Police Department, but may include additional assignments depending on department needs as determined by the Police Chief. The incumbent must be familiar with communications systems and records management software. The ideal candidate will be a demonstrated leader with strong supervisory skills.

QUALIFICATIONS

Experience/Education: 4 years of increasingly responsible office administration or dispatch experience, including experience as a lead or training officer. Law enforcement experience a plus. High School Diploma or equivalent. Spanish speaking desirable but not required.

Licenses: Valid CDL. Successful candidate must complete DOJ Telecommunications training for full access operator. Must be certified by DOJ as a CLETS trainer within one year of appointment. Successful candidate will be expected to pursue POST Professional Records Supervisor and Dispatch Supervisor certificates. All necessary training will be provided by the Department.

EXAMINATION PROCESS

Applications must be received no later than **3pm on Friday, May 28, 2021**. Only those applicants who meet the qualification standards of this position on or before the posted final filing date will be allowed to participate in the examination process. Examination scores determine standing on eligibility lists. The examination process may consist of the following parts: **APPLICATION PACKAGE REVIEW** (Qualifying only): Only the most qualified applicants, based upon the information provided on the application will be invited to participate in the written examination processes. **WRITTEN EXAM:** Pass/Fail **ORAL EXAM:** 100% weight value. Candidates must earn a score of 70% or higher in the examination process to be considered for the eligibility list. The City Manager, upon recommendation of the Police Chief, will make the final selection and appointment.

Candidates considered for hire must successfully pass an extensive background check, including a polygraph examination and credit history report; a criminal history check; a pre-employment physical examination, including psychological evaluation, and drug screen.

Applicants may be eligible for Veteran's Preference Points - please submit DD214 with application for consideration.

KEY DATES

Application Deadline: Friday, 05/28/2021

Written Exam: Tuesday, 6/15/2021

Oral Exam: Tuesday, 6/29/2021

learn more



madera.gov/apply

COMPENSATION & BENEFITS



SALARY

Compensation and benefits for the Police Office Supervisor position are defined in the Memorandum of Understanding between the City and the Law Enforcement Mid Management Group as well as the City's Personnel Rules. The City's payroll is on a bi-weekly schedule, with 26 paychecks per year paid every other Friday. The below pay rates reflect the 2-week pay check amounts for Police Office Supervisor at the various steps in the salary range.

Step A	\$1,919.84
Step B	\$2,015.74
Step C	\$2,116.62
Step D	\$2,222.00
Step E	\$2,333.38
Step F	\$2,449.75

LIFE INSURANCE

The City provides a \$25,000 life and accidental death and dismemberment policy along with \$5,000 dependent life. The employee may purchase additional supplemental life insurance for him/herself, spouse and/or dependents.

MEDICARE

The City contributes an amount equal to 1.45% of the employee's salary; the employee also contributes 1.45%.

LONG TERM DISABILITY

This city paid benefit provides up to 2/3-income protection.

DEFERRED COMPENSATION

The City offers a paid/vested contribution of 4.2% of base pay to one of two 457 plans offered to the employee. In addition, the employee may also contribute, though not required.

EDUCATION INCENTIVE

All personnel will be eligible for an education certificate incentive as follows.

- 2.5% 60 college units a grade C or better from an accredited institution
- 2.5% POST Certificate
- 5.0% BA or BS Degree from an accredited institution



RETIREMENT

The City participates in the CalPERS defined benefit retirement system. Retirement formulas and contributions are as follows. The terms "Classic Member" and "New Member" are as defined by CalPERS.

Classic Members employed with the City prior to 10/20/2012

- 2.5% at 55 formula, single highest year final compensation
- Employee Contribution paid by the employee pre-tax: 3.375%

Tier I Members employed with the City on or after 10/20/2012

- 2% at 60 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 3.375%

New Members employed with the City on or after 1/1/2013

- 2% at 62 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 7%

HEALTH INSURANCE

The City contributes a monthly amount for the employee to use to purchase health, dental and vision coverage. For medical coverage, the City contracts with Blue Shield. Dental insurance is through Ameritas and vision coverage is through Superior.

EMPLOYEE ASSISTANCE PROGRAM

The City of Madera offers an employee assistance program or employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

GENERAL INFORMATION

Applications may be obtained from the City's website www.madera.gov/ apply or by calling the City's Human Resources Department at (559)661-5401. Applications must be submitted to the City's Human Department prior to the application deadline. Appointment will be contingent upon an extensive background check, pre-employment physical and drug screen.

BILINGUAL INCENTIVE

English/Spanish for qualifying individuals and positions after passing annual bilingual test.