

### TO BE CONSIDERED

This recruitment is a confidential process and will be handled accordingly. References will not be contacted until mutual interest has been established. The final filing date for this position is **by 5:00 p.m. on January 8, 2018**. The first review of applications will take place immediately following the deadline.

To be considered, candidates must submit:

1. The **REQUIRED** City application (obtained through the Human Resources page on the City of Oakley website, or by emailing [hr@ci.oakley.ca.us](mailto:hr@ci.oakley.ca.us))
2. A compelling cover letter
3. A comprehensive resume that includes any gaps in employment and salary history

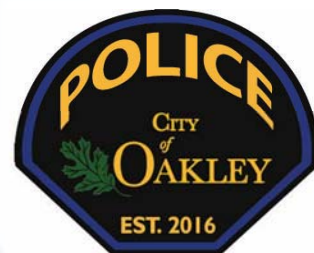
An electronic version of all submittals is strongly encouraged. Interested candidates should apply via email to [hr@ci.oakley.ca.us](mailto:hr@ci.oakley.ca.us).

Candidates will be required to authorize preliminary reference calls and verifications to be conducted. Employment history, degrees obtained, and other certifications/accomplishments will also be verified. Only the most qualified applicants will be selected to participate in the testing process, which may include, but is not limited to: application review, writing exercise, oral interview, physical agility test, physical, and psychological examinations, drug test, background investigation, and polygraph test. All POST-required background reviews will be conducted prior to final offer of employment.

Should you have any questions regarding this position or the recruitment process, please email the Chief of Police Chris Thorsen at [thorsen@ci.oakley.ca.us](mailto:thorsen@ci.oakley.ca.us). Confidential inquiries are welcomed.

### TENTATIVE SCHEDULE

November 9, 2017	Recruitment begins
January 8, 2018 @ 5:00 p.m.	Final filing date; applications will not be accepted after this date
January 9th - January 13th	Application Review and Candidate Notification
January 15th - January 26th	Oral Interviews; Writing Exercise, and further Candidate Review
By the end of January	Extend Conditional Offer Letter



*Invites applications for the position of*

## **POLICE CAPTAIN**

*Application Deadline: before 5:00p.m. on January 8, 2018*





## THE OPPORTUNITY

The City of Oakley is recruiting for an experienced and high-energy candidate to serve as Police Captain in the Oakley Police Department. Under the direction of and in partnership with the Chief of Police, the Captain will be responsible for directing, managing, supervising, and coordinating the activities and operations of the Police Department including implementation of departmental policies and procedures. The Captain performs complex and highly responsible planning and supervisory duties associated with the crime prevention and law enforcement activities of the City, and provides highly responsible and complex administrative support to the Chief of Police. The Captain serves as “second-in-command” to the Chief, who will be retiring in 2018. The Captain will be a strong competitor for this upcoming vacancy.



## THE COMMUNITY

Oakley is located in a beautiful Delta setting of approximately 16 square miles. The City’s rich history has transformed the community from a small agricultural town into a thriving and progressive city; now a diverse population of over 42,000 residents call Oakley home. Even with this rapid growth, Oakley remains a “small town at heart,” where residents pride themselves on the high level of community involvement. Oakley is located in eastern Contra Costa County, approximately 55 miles east of San Francisco and 55 miles south of Sacramento.

Moderately-priced housing, quality schools, a wide array of youth activities, and numerous community events contribute to making Oakley a family-oriented city. The median list price of a home is over \$450,000. There are numerous recreational opportunities and several community-wide events such as Cityhood Celebration, Heart of Oakley Festival, and Tree Lighting Ceremony. Please visit the City’s website at [www.ci.oakley.ca.us](http://www.ci.oakley.ca.us).

## CITY GOVERNMENT

The City has twelve lead departments/divisions (Building, Code Enforcement, City Clerk, City Manager, Economic Development, Human Resources, Finance, Planning, Police, Public Works & Engineering, Legal, and Recreation) and is governed by a Council/Manager form of government. The General Fund operating budget is about \$19M.

## THE POSITION

The Police Captain will be a hands on leader with responsibility for administration and supervision of Police activities within the Department. This position works closely with the Chief of Police in developing and implementing the policies, procedures, and plans of the department. The Police Captain is also responsible for the development, administration, and control of associated budgets. The Department’s executive management team includes the Chief, this Captain position, and a Police Lieutenant (that is currently vacant).

This Police Captain classification is distinguished from the next lower classification of Police Lieutenant by the performance of more highly responsible and complex Department-wide leadership duties. The Police Captain is a sworn officer that must qualify as a patrol officer. This classification is an exempt, at-will position.

## EXAMPLES OF KEY DUTIES

The following list is merely a selection of the duties that are typical for this position:

- Assumes management responsibility for assigned services and activities of a division or service areas of the Police Department; supervises the assignment and activities of functional areas including patrol, investigations, traffic enforcement, K-9, SWAT, reserves, property and evidence, records, facilities/vehicle maintenance, training, youth and community services, crime prevention, and volunteer services.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting goals.
- Coordinates the selection; orientation, training and evaluation programs for assigned personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; implements discipline procedures; ensures compliance with applicable Federal, State and local laws, codes and regulations.
- Oversees and participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials and supplies; administers, monitors, and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Supervises, reviews and participates in the preparation of reports and other written material and the maintenance of departmental records.
- Responds to some of the most difficult inquiries and requests for information; represents the department with other law enforcement services and allied agencies, other City departments, civic groups and the public.

- Responds to major incidents reported to the Police Department and ensures that the Incident Commander is following Incident Command System/Standardized Emergency Management System (ICS/SEMS) protocol; assumes role as Incident Commander or other role, as needed for the situation.
- Serves as the City’s Emergency Services coordinator; assumes responsibility for Emergency Operations Center processes and training; amends the Emergency Operations Plan as needed.
- Provides responsible staff assistance to the Chief; conducts a variety of organizational studies, investigations, and operational studies; prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of law enforcement and crime prevention; incorporates new developments as appropriate.
- Manages and oversees assigned special projects.
- As assigned, may assume command of the Department in the absence of the Chief.

## MINIMUM QUALIFICATIONS

**Any combination** of education, certifications and experience that would likely provide the required knowledge and abilities **is qualifying**. A typical way to obtain the knowledge and abilities would be:

**Education/Training:** A bachelor’s degree from an accredited college or university with major course work in criminal justice, police science, business or public administration, or related field. A master’s degree in a related field is highly desirable.

**Experience:** Seven or more years prior supervisory law enforcement experience, including three years of command/management experience at a level comparable to Police Lieutenant.

**License or Certificate:** Possession of or ability to obtain a valid California driver’s license by time of appointment, with a satisfactory driving record. Possession of a California P.O.S.T. Management certificate or equivalent (even if equivalent, you must obtain California P.O.S.T. Management certificate within a timeframe set forth by the Chief). Possession and maintenance of firearms qualification.

**Criminal Record:** Candidates shall not have been convicted of any felony. A misdemeanor conviction may result in applicant disqualification and employee disciplinary action, up to and including termination.

**Background Investigation:** A complete background investigation will be conducted.



## COMPENSATION

The salary range for Lieutenant is \$11,229 to \$16,379 per month (\$134,748 to \$196,548 per year). Placement will be based upon capacity, experience, and salary history.

In addition to a competitive salary, the City offers an excellent benefits package, including:

**Retirement** – The City participates in the CalPERS public safety plan. This requires compliance with the *CalPERS Pension Reform Act of 2013 (PEPRA)* for **all** sworn personnel. The City has selected the 2.7% at 57 plan, with the 3% C.O.L.A. provision. PEPRA requires a shared (50%) contribution from the employee, which is currently at 12.3% of salary. (An employee from a different retirement program may select “reciprocity” with PERS if that other program has a reciprocity agreement with PERS). The City does NOT participate in Social Security, except for the mandatory 1.45% payroll deduction for Medicare.

**Health and Welfare** – The City offers Kaiser plans with the City currently providing \$1,235 per month toward the premium for health insurance coverage. (If employee has existing group coverage, up to \$400 as cash-in-lieu or a deferred compensation plan). Dental and Vision coverage for employee and family is paid for by the City.

- **POST Certification incentive** - (2.5% at Intermediate 2.5% at Advanced; and additional 2.5% at Management)
- **Differentials** - Field Training Officer (5%); Motorcycle (5%); Graveyard (5%); Bilingual (1.5% for Spanish)
- **Uniform, Boots, & Safety Equipment** - provided by City
- **Deferred Compensation** – 457 and 401a plans available, including a 1% City match
- **Holidays** – 13 scheduled holidays
- **Vacation** – Accrual of 80 hours per year initially and incrementally increasing up to 160 hours per year
- **Administrative Leave** – 96 hours per year
- **Sick Leave** – 12 days accrued each year (accrued with each pay period)
- **Life insurance** - \$100,000
- **Long Term Disability** – City paid plan
- **Flexible Spending Account** – Tax deferred options for dependent care, health care, and premiums

