

### 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. This recruitment is continuous.

To be considered, candidates must submit:

1. The **REQUIRED** City application (obtained through the City of Oakley website)  
*If you have questions regarding the employment application, contact [hr@ci.oakley.ca.us](mailto:hr@ci.oakley.ca.us) with any inquiries.*
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 by obtaining the Required Employment Application and sending it as an attachment 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 appraisal, written exam, 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 at [thorsen@ci.oakley.ca.us](mailto:thorsen@ci.oakley.ca.us). Confidential inquiries are welcomed.

### SELECTION PROCESS

Applications will be screened and those applicants possessing the MOST DESIRABLE minimum qualifications will be notified to participate in the interview process. All applicants will be notified via email or telephone whether or not they are invited to participate further in the selection process. Selected candidate must successfully complete a background and reference check. Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, gender, age, disability, medical condition (as defined by State law), marital status or political affiliation. In accordance with applicable Federal and State laws, the City will attempt to accommodate reasonably qualified individuals with disabilities unless doing so would create an undue hardship on the City. Any qualified applicant with a physical or mental disability who requires an accommodation in the testing and/or selection process should contact the Human Resources Department and request an accommodation at least 3 business days prior to the interview.



# OAKLEY



## CALIFORNIA

*Invites applications for the position of*

# POLICE OFFICER LATERAL/ACADEMY GRADUATES

*Opportunity will remain open until all positions are filled.*



## THE OPPORTUNITY

The City of Oakley is recruiting for experienced, high-energy police officers to become a part of the newly-formed Oakley Police Department. Since Oakley's incorporation in 1999, the City has contracted with the Contra Costa Sheriff's Office for police services. The City has been very pleased with the quality of these services; however, ever-increasing costs led the City Council to formally create a municipal police department and bring the sworn personnel "in-house." The expected transition date is May 6, 2016 and the selected police officers will have an opportunity to be a part of this exciting effort.

## 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 nearly 40,000 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, midway between San Francisco and 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 \$360,000 — with continued increases projected over the coming year.

There are numerous recreational opportunities, including year-round organized sports, community events, 35 parks, and several community-wide events such as our Cityhood Celebration, Heart of Oakley Festival, and Tree Lighting Ceremony. Review 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 \$16M.

## THE DEPARTMENT & POSITION

Under general supervision of a Police Sergeant or other supervisory/management staff, the Police Officer performs a variety of duties related to the protection of public health, safety, and welfare and the enforcement of applicable federal, state, and local laws; provides traffic enforcement and control; and carries out special assignments in a particular phase of police work.

Current Department staffing projections include 28 sworn officers and 8 other non-sworn personnel. Additional staffing is forecasted after the Department is fully established and has completed at least one year of operations. The City intends on contracting out dispatch/communications, forensics, and various other services.

## EXAMPLES OF KEY DUTIES

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

- ◆ Patrols an assigned areas by car, motorcycle, or foot to help preserve law and order by observing, investigating, and reporting suspicious and hazardous conditions
- ◆ Responds to routine and emergency calls for protection of persons and property, and for the enforcement of City ordinances and State laws
- ◆ Investigates crimes, accidents, deaths and disturbances; gathers evidence; interviews, questions and takes statements from complainants, suspects and witnesses; completes case reports.
- ◆ Takes charge of juveniles and delinquents and works on cases involving unfit homes and crimes committed against or by juveniles
- ◆ Directs traffic at fires, special events, and other emergency situations; provides traffic and crowd control at parades, festivals, riots, and other events
- ◆ Appears in court to present evidence and testimony. Searches, guards, transports and assists in the booking and custodial care of prisoners
- ◆ Serves writs, warrants, subpoenas and similar documents
- ◆ Prepares a variety of reports including those on activities, operations, arrests made, and unusual incidents observed; prepares investigative reports
- ◆ Administers CPR and first aid in cases of emergency

- ◆ Assumes responsibility for the care and custody of detained persons; assists in receiving, searching, booking, fingerprinting, and transporting prisoners
- ◆ Conducts property and building checks for burglary and other criminal activity
- ◆ May speak before business, school, civic and social groups
- ◆ Performs a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attends meetings; maintains and calibrates specialized equipment.
- ◆ Conducts property and building checks for burglary and other criminal activity
- ◆ May serve as officer in charge or in a variety of special program areas including the Special Enforcement Team, K-9, traffic safety, school resource officer, detective, multi-agency task forces, and administration

## MINIMUM QUALIFICATIONS

**Education/Training:** Graduation from high school or equivalent and must have completed a P.O.S.T. approved academy at time of appointment.

**Lateral Police Officer** – Must be currently employed as a full-time Police Officer or Deputy Sheriff in the State of California continuously for at least one year.

**License or Certificate:** A valid California Driver's License with a satisfactory driving record. (A satisfactory driving record is one absent of misdemeanor convictions or multiple infraction convictions). Loss of a driver's license and/or an unsatisfactory driving record may result in employee discipline, up to and including termination.

**Criminal Record:** Officers 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. A complete background investigation will be conducted.

**Background Investigation:** The most qualified candidates will be subject to a complete background investigation, which may include, but is not limited to, physical agility test, physical and psychological examinations, drug test, personal background inves-

## COMPENSATION

The salary range for Police Officer is \$6,200 to \$8,800 per month (\$74,400 to \$105,600 per year) Placement is likely near the beginning of the range; however, placement will be based upon experience and salary history.

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

**Retirement** – The City is a new participant 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 50% disability, 50% beneficiary and 3% C.O.L.A. provisions. PEPRA requires a shared (50%) contribution from the employee, which is currently estimated to be 12.5% 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 coverage, up to \$400 is paid toward deferred compensation plan). Dental and Vision coverage for employee and family is paid for by the City.

- **Retiree Medical Trust** - \$450 per month to PORAC
- **POST educational incentive** - (2.5% at Intermediate and additional 2.5% at Advanced)
- **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
- **Holidays** – 13 scheduled holidays
- **Vacation** – Accrual of 80 hours per year initially and incrementally increasing up to 160 hours per year
- **Sick Leave** – 12 days accrued each year
- **Life insurance** - \$50,000
- **Long Term Disability** – City paid plan
- **Flexible Spending Account** – Tax deferred options for dependent care, health care, and premiums