

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 Thursday, August 3, 2017**. 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)
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.

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. Confidential inquiries are welcomed.

TENTATIVE SCHEDULE

July 5, 2017	Recruitment Begins
August 10, 2017 @ 5:00 p.m.	Final filing date; applications will not be accepted after this date
August 15	Application review and candidate notification



Invites applications for the position of
POLICE LIEUTENANT

Application Deadline: before 5:00p.m. on August 3, 2017





THE OPPORTUNITY

The City of Oakley is recruiting for an experienced, high-energy Police Lieutenant to become a part of the Oakley Police Department. This vacancy has been created due to the retirement of the Lieutenant who led helped establish the Municipal Police Department.

Under the direction of the Chief of Police, the Lieutenant will be responsible for directing, managing, supervising, and coordinating the activities and operations of an assigned Division or service area within the Police Department.

The ideal candidate is a team-oriented leader with strong communication skills and committed to community policing. As a prominent member of the Oakley Police Department's executive team the Lieutenant will coordinate assigned activities with other divisions, departments, and outside agencies.

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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, 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 \$440,000 — with continued increases projected over the coming year.

There are numerous recreational opportunities, including year-round organized sports, community events, 36 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.

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 Lieutenant reports to the Police Chief and is considered a Division Manager with responsibility for the management of a Division that includes several line areas/sections or functional work groups of significant depth and complexity. Responsibilities include overall administration and implementation of a Division including development of Division objectives and design and implementation of supporting units, programs, processes, policies, and/or procedures to successfully achieve those objectives. As a Division Manager is also responsible for the development, administration, and control of the associated budget(s). This classification is distinguished from the next lower classification of Police Sergeant by the performance of highly responsible and complex Department-wide management duties. The Police Lieutenant 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; may oversee special projects, the Patrol Division, Administration Division, or other assigned area
- ◆ Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures
- ◆ Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within Departmental policy, appropriate service and staffing levels
- ◆ Plans, directs, coordinates, and reviews the work plan for assigned staff; meets with staff to identify and resolve problems
- ◆ Coordinates the selection, orientation, training, and evaluation programs for Department personnel; provides or coordinates staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; initiates discipline procedures
- ◆ Supervises, reviews and participates in the preparation of reports and other written material and the maintenance of Departmental records; inspects departmental equipment and ensures that deficiencies are corrected
- ◆ Responds to some of the most difficult inquiries and requests for information; assists in the hearing and adjustment of citizen complaints; conducts and oversees sensitive and complex internal and external investigations

- ◆ Responds to major incidents reported to the Police Department and assumes role as Incident Commander or other role as needed for the situation
- ◆ May serve as the City's Emergency Services Coordinator; assumes responsibility for overall emergency response training and Emergency Operations Center processes; reviews and amends the Emergency Operations Plan as necessary
- ◆ Manages and oversees assigned special projects
- ◆ As assigned, may assume command of the Department in the absence of the Police Chief



EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education 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.

Experience: Six or more years prior law enforcement experience, or four years served at the Oakley P.D. including three years of administrative and supervisory experience at a level comparable to a Police Sergeant.

License or Certificate: Possession of a valid California driver's license with a satisfactory driving record. Qualified applicants must possess a P.O.S.T. Advanced and Supervisory Certificates. Within two years following appointment must possess a Management Certificate from P.O.S.T.

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 \$11,000 to \$13,000 per month (\$119,148 to \$193,164 per year) Placement will be based upon experience, education 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 12.25% 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.

- **POST Certification incentive** - (2.5% at Advanced, 2.5% at Supervisory, 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
- **Sick Leave** – 12 days accrued each year (accrued per 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
- **Management Leave**– 96 hours