



CITY OF HUNTINGTON PARK **EMPLOYMENT OPPORTUNITY**

PUBLIC SAFETY OFFICER

\$3,136 - \$3,301 - \$3,475 - \$3,658 - \$3,850/month
(OPEN/NON-EXEMPT/AT-WILL)

Filing Deadline: OPEN UNTIL FILLED

TO APPLY

Applications are available at City Hall, or may be downloaded at www.hpca.gov. A fully completed City application can be submitted in person or by mail to the Human Resources Department in City Hall. Applications must be received by the time indicated as the filing deadline. **Applications will not be accepted by email or fax.**

THE SELECTION PROCESS

Candidate's application will be evaluated based on education, present and past position duties and responsibilities and any additional factors presented that are relative to the position. The selection process will consist of an oral interview (100%). Selected candidates will undergo a background investigation including a medical and drug/alcohol screening.

Education/Training:

Graduation from high school or attainment of General Education Degree(GED) or California High School Proficiency Examination (CHSPE) certificate. Attainment of an Associate Degree or higher from an accredited college or university is desirable.

Experience:

Two (2) years of experience in any field related to the duties of Public Safety Officer.

License:

A valid California Class C Driver's License and a satisfactory driving record is required; Any certificate related to the duties of Public Safety Officer is desirable.

Applicants with disabilities who may require special testing arrangements must contact the Human Resources Department prior to the final filing date at (323) 584-6235.

Provisions of this announcement do not constitute an expressed or implied contract. Any provisions contained in this announcement may be modified or revoked without notice.

THE POSITION

Under the supervision of police management, this non-sworn, non-peace officer, uniformed position is assigned as a full-time civilian employee in the Police Department. Public Safety Officers perform a variety of duties which enhance and advance the work, goals, and objectives of the Police Department and the City. Public Safety Officers may be assigned to any division or unit of the Police Department, or any other City department. Public Safety Officers perform duties associated with, but not limited to customer service, field work, enforcement of municipal ordinances and state law, crime prevention, safety and security of parks and City facilities, special events, administrative and clerical duties, and miscellaneous duties as assigned. Public Safety Officers may be assigned to work night shift, weekends, holidays, and other unusual hours.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist members of the public as needed;
- Performs duties associated with any division or unit of the Police Department;
- Enhance safety and security throughout the community, public streets, and alleys;
- Enhance safety and security at City parks, City facilities, and City parking lots;
- Enforce City municipal codes, State law and parking regulations;
- Assist with traffic accidents and traffic control;
- Conduct police investigations and file reports;
- Perform duties associated with patrol, jail, and dispatch;
- Perform duties associated with community events;
- May be assigned bicycle patrol or foot beat duties;
- Perform various clerical and administrative duties;
- Perform other duties as assigned.

BENEFITS

RETIREMENT - All authorized employees become members of the California Public Employees' Retirement System (CalPERS), which includes survivor continuance and conversion of unused sick leave.

MISCELLANEOUS EMPLOYEES

2% @ 55 - single highest yr.; hired prior to 12/31/12

2% @ 60 - single highest yr.; hired after 12/31/12 or after with less than a six-month break in service from another CalPERS agency.

2% @ 62 - three-year consecutive highest average, New to CalPERS, hired on or after 1/1/13

Classic employees pay the employee contribution of CalPERS (7%); New PEPR members pay 7.25% employee contribution of CalPERS

SOCIAL SECURITY - The City of Huntington Park does not participate in the Social Security program. All new employees are required to participate in Medicare. The City pays 1.45% and the employee contributes 1.45% into Medicare.

LONGEVITY PLAN - Longevity Plan pay for employees who have served a minimum of 20 yrs of City service.

VACATION - 112-200 vacation hrs per yr dependent on length of time.

HOLIDAYS - 10 holiday days per year.

SICK LEAVE - 96 annual paid sick hrs.; half-unused sick buyback on an annual basis.

MEDICAL/DENTAL PLAN - Group medical programs under CalPERS Health Plan. City contributes up to Kaiser-L.A. Region rates for employees and dependents. City contributes towards a dental program for employee and dependents.

MEDICAL OPT-OUT - Eligible employees receive a taxable cash benefit of up to one-half (½) of the medical premium they would otherwise have been eligible for with proof of coverage for benefit waived.

VISION PLAN - City paid Vision Care Insurance.

SPANISH PAY - \$175.00/mo. to all eligible employees.

FLEXIBLE SPENDING ACCOUNT - Section 125 Plan - The City provides its employees with the option of participating in a Section 125 IRS Plan for Dependent Care and Medical costs.

DEFERRED COMPENSATION PLAN - Deferred Compensation plan available at employee's cost.

LIFE INSURANCE - \$100,000 paid life insurance; ability to purchase add'l insurance.

WELLNESS PLAN - City paid Wellness Program.

TUITION REIMBURSEMENT - Education tuition reimbursement program is provided up to \$1,500 per year.

CREDIT UNION - Credit Union membership available with Los Angeles County F&A Federal Credit Union.

October 2021

Hours 7:00 a.m. to 5:30 p.m. M-TH • www.hpca.gov

Human Resources • City of Huntington Park • 6550 Miles Ave., Huntington Park, CA 90255 • (323) 584-6235

An Equal Opportunity Employer