The City of West Sacramento is accepting applications for the position of Police Records Supervisor!

**DEFINITION:** The Police Records Supervisor plans, organizes, supervises and directs activities and personnel of the Records Unit of the Police Department. The Police Records Supervisor coordinates assigned activities with other divisions, bureaus, and outside agencies; provides direct administrative and technical support to the Support Services Division Commander and others.

**SUPERVISION RECEIVED AND EXERCISED:** The Police Records Supervisor receives general direction from the Support Services Division Commander. The Police Records Supervisor exercises direct supervision over non-sworn professional, supervisory, technical and clerical staff.

**CLASS CHARACTERISTICS:** This is a non-sworn, single, supervisor classification within the Police Department. The incumbent performs a number of duties within the assigned programs which require discretion, initiative, and independent judgment.

**FUNCTIONS:**
- **Demonstrate leadership capabilities:** motivates, develops, and mentors others.
- **Plans, organizes, assigns, supervises and reviews the work of assigned staff in the Police Records Division.**
- **Evaluates employee performance, counsels employees and effectively recommends initial disciplinary action.**
- **Reviews and approves employee work schedules, overtime, vacation, sick leave and time cards.**
- **Directs police records preparation, processing and file management activities.**
- **Maintains security of police records ensuring that information is released in accordance with related laws and department policies.**
- **Compiles statistical data, or directs such activities and prepares routine reports.**
- ** Conducts records audits.**
- **Establishes and maintains record keeping systems.**
- **Oversees and administers law enforcement records management.**
- **Investigates and resolves or recommends action regarding service or personnel complaints related to records or communications activities.**
- **Provides information to the public in accordance with established laws, codes, regulations and policies.**
- **Participates in the development of records related goals, objectives, policies and procedures.**
- **Serves as “Custodian of Records” for the Police Department and appears in court as required.**
- **Ensures adequate inventory of supplies and equipment within areas of responsibility.**
- **Requests equipment maintenance and repair as necessary.**
- **Coordinates the preparation of department statistical reports.**
- **Ensures compliance with State and Federal reporting mandates.**
- **Advises and provides assistance to other department personnel regarding records activities.**
- **Serves as liaison to other law enforcement agencies with regard to records related inquiries.**
- **Operates a personal computer and uses...**

**Salary and Benefits:**
- **Annual Salary:** $62,064—$75,444
- **Monthly Salary:** 5172-5431-5703-5988-6287

**Medical, Dental, Vision, Life and Long-Term Disability Insurance:** The City allows $900 per month per employee towards a Cafeteria Plan for the purchase of medical, dental, vision, life and long-term disability insurance. This amount increases to $950 per month effective January 1, 2016. The City requires 100% participation in the dental, vision and life insurance programs. Enrollment in the medical insurance and long-term disability plans are optional; however, proof of coverage in another medical plan is required.

**Leave Time:** Employees receive 10 set holidays and 3.5 holidays as well as 8 hours of sick leave per month. The City has a standard vacation schedule based on tenure.

**Retirement:** CalPERS 2% @ 60 or 2% @ 62 plan, depending upon the employee’s status with CalPERS at the time of employment.

**Social Security / Medicare:** The City does not participate in Social Security, but does participate in Medicare.

**Bilingual Pay:** A 5% pay premium for employees utilizing bilingual skills on duty. (Qualification determined through testing procedures.)

**City of West Sacramento is recruiting for Police Records Supervisor Open / Promotional**

$62,064—$75,444 Annually plus excellent benefits!

**Final Filing Date:** This recruitment will close upon receipt of 125 applications or 5:00 p.m., September 13, 2015, whichever occurs first.

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applicable software.
- Overssees the collection and processing of monies received.
- Performs Police Records Technician duties as circumstances dictate.
- May serve as systems administrator, trainer and troubleshooter for highly complex records management systems, mobile, and field based crime reporting systems.
- May be required to testify in court from time to time.

QUALIFICATIONS: Knowledge of: Modern principles, practices and techniques of records management; laws and regulations regarding the management and release of police records. Skill in: Planning, directing, and supervising the work of a complex division within the Police Department; communicating effectively, both orally and in writing; establishing and maintaining effective working relationships with other divisions in the Police Department and other City departments.

EDUCATION AND EXPERIENCE:
Education: High school diploma or equivalent. A Bachelor’s Degree from an accredited college or university with major coursework in public administration, business administration, criminal justice or related field is preferred. Experience: Five (5) years of increasingly responsible experience working in the area of law enforcement records management or a related field.

Preference Statement: Preference will be given to candidates who demonstrate leadership capabilities in motivating, developing, and mentoring others. Preference will also be given to candidates who possess a Bachelor’s Degree from an accredited four (4) year college or university with major coursework in public administration, business administration, criminal justice or related field and candidates who currently possess a POST Records Supervisor Certificate.

LICENSES AND CERTIFICATES: Possession of a valid Class "C" California driver’s license. POST Records Supervisor Certification is desirable.

WORKING CONDITIONS: Work in an office environment; sustained posture in a seated position for prolonged periods of time; travel to attend a variety of meetings. Must be able to pass a background investigation and must be willing to work rotating shifts, weekends and holidays as assigned.

PHYSICAL DEMANDS: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 20 pounds.

ENVIRONMENTAL ELEMENTS: Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing department guidelines, policies and procedures.

Classification description subject to City Council approval.

Veteran’s Preference: A veteran is defined in accordance with California Government Code 18973. In order to exercise this preference, the veteran must attach a copy of the DD-214 form to his or her application package as proof of military status. Failure to submit the required form by the final filing deadline of the recruitment will be deemed a waiver of veteran’s preference. Further details can be obtained from the Human Resources Division.

Examination Process: An official City of West Sacramento application form must be filled out in its entirety. It is the applicant’s responsibility to explain his/her qualifications fully and clearly. In addition, the applicant must submit a resume and complete the supplemental questionnaire. Incomplete information on the application and resume may be cause for disqualification.

Application packages will be reviewed and screened for qualifications. Depending upon the number of qualified candidates, an oral panel interview may or may not be held and is tentatively scheduled to be held October 7, 2015. Those applicants successfully passing this phase of the recruitment process will be placed on an eligibility list. The top five (5) candidates will be referred to the Police Department for further departmental consideration.

Application Process: Candidates are strongly encouraged to apply on-line using the CalOpps web site at www.calopps.org and visiting the City of West Sacramento’s employment page. The CalOpps on-line application is considered to be an official City application.

A City of West Sacramento application, resume and supplemental questionnaire may be submitted to:
City of West Sacramento
Human Resources Division
1110 West Capitol Avenue, 3rd Floor
West Sacramento, California 95691

You will be disqualified if you do not submit a City application, resume and completed supplemental questionnaire.

Clearly indicate the position applied for on your application. Applicant may be required to submit additional proof of qualifications if sufficient information is not provided.

City application can be obtained in person, by sending a self-addressed, stamped envelope (#10 or business size) to the Human Resources Division, or by downloading the information from the City’s web site at http://www.cityofwestsacramento.org

Final Filing Date: This recruitment will close upon receipt of 125 qualified applications or 5:00 p.m., September 13, 2015, whichever occurs first. This recruitment may close without notice.

NO POSTMARKS. Application, resume, supplemental questionnaire or any element thereof, received after this date and time will not be accepted.
To be considered for the Police Records Supervisor position, all candidates are to complete and submit the required supplemental questionnaire with their application and resume. Failure to submit the completed supplemental questionnaire and application and resume will disqualify you from further consideration in the selection process used to fill this position.

Please attach your typewritten responses to this sheet and submit with your application and resume. Please be concise and limit your responses to no more than one (1) paragraph per question.

1. The answers to the questions below will be evaluated along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the “education” and “work experience” sections), must be ambiguous, and must contain sufficient but concise detail and organization to facilitate the screening process. A resume will not be accepted in lieu of completing the supplemental questionnaire. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation will negatively affect your evaluation. I understand and agree to the above instructions.
   a. Yes
   b. No

2. What is your highest level of education?
   a. High School or G.E.D equivalent
   b. Some college
   c. AA degree
   d. Bachelor’s degree
   e. Master’s degree

3. How many years of police records experience do you have?
   a. None
   b. Less than 5 years
   c. More than 5 years
4. Which of the following best describes your experience working with computerized records management systems?
   a. No experience
   b. I am familiar with computerized records management systems, but have never really worked with them.
   c. Limited – I have looked up computerized information or records in a database
   d. Moderate – I have looked up and entered information into a computerized database or records management systems
   e. Extensive – I work with various databases and computerized records management systems as a significant portion of my job

5. Describe your experience with Records Management Systems (RMS). What systems have you used and what is your level of proficiency (basic exposure, intermediate level of competency, etc.)

6. Describe your experience with the storage, retention, and release of sensitive or confidential documents to the public.

7. I understand that work in the Police Department requires that candidates undergo a thorough background investigation that includes drug usage history, fingerprinting, and criminal history check.
   a. Yes
   b. No

8. Do you possess a POST Records Supervisor Certification?
   a. Yes
   b. No

I certify that all the statements made in this supplemental application are true, complete, and correct to the best of my knowledge and are made in good faith. I understand that any misrepresentation and/or falsification of my answers may result in my application being ineligible for this recruitment process. My signature authorizes the City of West Sacramento to make any appropriate investigations to verify information.

Signature of Applicant: ___________________________ Date: ________________