



CITY OF PACIFIC GROVE
invites applications for the position of:

Police Commander

SALARY: Under Review
OPENING DATE: 09/09/20
CLOSING DATE: 10/04/20 11:59 PM

SUMMARY:

The Community of Pacific Grove

Sharing borders with the Pacific Ocean, Monterey Bay, Pebble Beach, and the City of Monterey, Pacific Grove combines an unparalleled quality of life with an ambience of charm, grace, and beauty. Located on the very tip of the scenic, tree-shrouded Monterey Peninsula, Pacific Grove boasts a beautiful, fully accessible coastline. The community encompasses a total of less than three square miles, with more than 3.5 miles of beaches, rocky outcroppings, and shoreline parks. Primarily a residential community, Pacific Grove has a population of 15,698 and over 1,300 registered historic homes and other structures.

The City Organization

Incorporated in 1889, Pacific Grove is a charter city and operates under the Council-Manager form of government. The seven-member City Council appoints a City Manager, City Attorney, and members of the City's boards and commissions.

City amenities include a historic Carnegie public library, natural history museum, community center, an 18-hole golf course, cemetery, butterfly habitat preserve, shoreline recreation trails, and numerous parks. Departments within the city organization include the City Manager's Office (including the City Clerk and Human Resources), Administrative Services (including IT and Finance), Library, Community Development, Public Works (including Recreation), and Police. The City Attorney, *Pacific Grove Golf Links*, *Natural History Museum* and Fire services are all contracted by the City.

The Police Department

The Pacific Grove Police Department is a service-oriented agency that provides full-service policing, 24/7, to the community. Unquestionably, the officers and support staff have mastered what so many agencies strive to achieve – the ability to provide exceptional public safety service, at the same time, serve as ambassadors for this idyllic community. Pride, dedication, and community spirit are very strong and both the business and residential communities have strong support for the Department.

The agency's authorized strength is 22 sworn officers; and supporting the Department are 11 professional staff members. In recent years, the Pacific Grove Police Department has made substantial improvements to its operations and community connections. Talented new hires – both entry level and lateral, enhanced social media efforts, station renovations, and CALEA Accreditation are among some of the accomplishments.

The selected candidate will have the luxury of working for a CALEA Accredited agency. Pacific Grove will be the first and only accredited agency in the tri-county area. Accreditation provides a process to systematically conduct an internal review and assessment of the agencies' policies and procedures, and make adjustments wherever necessary to meet a body of internationally accepted standards.

<https://www.calea.org/>

The Ideal Candidate

The City of Pacific Grove is seeking a dynamic Police Commander. The next successful Police Commander must be well qualified with strengths in operations and possess exceptional skills to be a leader. The following traits will be key ingredients for success:

- Active leadership is crucial to the success of the next Police Commander. The following are some examples that demonstrate this trait: engage officers in ride-alongs; be visible in the field and not just in the office; and train alongside the officers.

- Energy, enthusiasm, and engagement are welcome traits and will serve the next Commander in serving this community, with many events and opportunities to connect with residents, business owners and visitors.
- Specific management experience in California policing is preferred.
- A flexible leadership style, rather than a rigid one, will be accepted by all.
- Due to the size of the Pacific Grove Police Department, it is important to establish long-term professional relationships with employees of every position and rank. A community-oriented culture and family atmosphere are ever present among staff.
- In a small community the Commander must be a strong collaborator within the Department, the City organization, and across the community. Accomplishments are built upon partnerships and cooperation.
- Commitment, compassion and a dedicated work ethic will lead to the opportunity for growth, professional development and potential for future advancement to the position of Police Chief.

Compensation

The salary range for this at-will position is \$110,864-\$148,574, dependent upon qualifications. The salary is currently under market review. An additional 3% management incentive is also provided and is calculated from the base salary. Due to economic impacts related to COVID-19, staff is experiencing a 10% reduction in pay (furlough). This reduction in pay will be evaluated each quarter for FY 20/21 for an increase, decrease or suspension. City cell phone and assigned take-home vehicle use is provided.

The selected candidate will enjoy an excellent benefits package including CalPERS retirement (3% at 50 for "Classic" members and 2.7% at 57 for PEPRA). The employee contribution toward CalPERS is currently 12% for Classic Safety and 13% for PEPRA.

How to Apply

Interested candidates should apply online by **October 4, 11:59 PM**. Online applications (<https://www.governmentjobs.com/careers/pacificgrove>) should include an attached compelling cover letter, comprehensive resume and applicable certificates.

An interview process is expected to occur in October, and it is anticipated a selection will be made in November. Top candidates may be asked to complete a written supplemental questionnaire to elaborate on areas of expertise and demonstrate their ability to communicate effectively.

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed and should be directed to Human Resources Director, Leticia Livian at (831) 64-3171 or email to llivian@cityofpacificgrove.org.

ESSENTIAL FUNCTIONS:

The Position

Reporting directly to the Police Chief, plans, organizes, directs, and coordinates the functions of the operations - the Pacific Grove Police Department (PGPD); manages Division operations, budget, training, resources, community relations, and coordination with other regional law enforcement and justice agencies; assists the Police Chief with strategic planning, research, personnel issues, and budgets.

As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Commands the Patrol and Investigation Divisions of the Pacific Grove Police Department (PGPD), including patrol, investigations, and school services; performs work according to PGPD policies to enforce laws, preserve peace, reduce fear, solve problems, and provide for a safe environment through community policing.
- Enforces state and Federal laws, and compliance with City regulations; resolves operational issues using sound judgment and technical knowledge;
- Schedules and deploys officers, establishes goals, monitors work, and evaluates team performance; ensures Division activities are in compliance with all laws, policies, regulations, and goals.
- Monitors operations and manages assigned PGPD staff; assigns and prioritizes tasks, reviews work, evaluates performance, and trains, motivates, and disciplines staff.

- Exercises independent judgment within broad policy guidelines; evaluates public safety and enforcement issues, and develops solutions; reviews crime trends and identifies corrective strategies.
- Maintains discipline, and reviews staff work to ensure compliance to PGPD policies and procedures; negotiates and resolves difficult, sensitive, and controversial issues.
- Responds to critical incidents, and takes command when appropriate; manages major investigations and incidents; coordinates police response to a variety of exigent situations; coordinates with regional law enforcement organizations and emergency services agencies.
- Reviews and analyzes operational data and activity reports; identifies police service needs and resource availability; develops recommendations to improve operational effectiveness.
- Assists the Chief with strategic planning, budgets, research, and resource allocation; manages public relations and special events with community groups; investigates complaints and inquiries regarding law enforcement incidents, programs, and services.
- Performs duties of Police Sergeant or Police Officer as needed to meet workload demands.
- Work days and hours may be varied as needed to meet workload demands.
- Testifies as required.
- Maintains the integrity, professionalism, values, and goals of the Pacific Grove Police Department by ensuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Works on-call.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Criminal Justice, Public or Business Administration, or related field; AND five years supervisory and administrative experience in a law enforcement agency; OR an equivalent combination of education, training, and experience.

A POST Supervisor Certificate, completion of POST Command College Program, or FBI National Academy is highly desirable, as is a Master's degree in Public Administration, Administration of Justice or related field. Specific management in California policing is preferred.

Knowledge of:

- City policies and procedures.
- City, county, state and Federal laws, regulations, codes and ordinances.
- Duties, powers, authorities, and limitations of a Police Officer.
- Modern law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence and property, and search and seizure.
- Strategy and tactics for management and deployment of law enforcement personnel and equipment.
- Modern law enforcement management principles, practices and trends.
- California criminal justice and court systems and the principles of criminal justice records management.
- Investigative and interrogative procedures and protocols for observation of critical details.
- Local community issues and regional community resources available to citizens.
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Interpreting and explaining legal standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Assuming command-level responsibilities, making appropriate decisions, verifying compliance with PGPD policies, and using initiative and independent judgment within established guidelines.
- Working effectively under stressful conditions and emergency situations.
- Investigating and resolving personnel issues, citizen inquiries, and officer complaints.
- Effectively managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Supervising and leading staff, and delegating tasks and authority.
- Working as a team member with other law enforcement and multi-jurisdictional agencies.

- Interpreting and applying criminal laws to information, evidence, and other data compiled.
- Exercising controlled discretion and mediating difficult situations.
- Assessing community needs and developing solutions.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with co-workers, and representatives from other regional agencies.
- Operating a personal computer utilizing a variety of business software.
- Communicating effectively verbally and in writing.

LICENSING AND CERTIFICATION REQUIREMENTS:

License and Certification Requirements:

A valid California State Driver's License is required. Must maintain Peace Officer certification and requirements for a management position as required by the California Commission on Peace Officer Standards and Training (POST). Additional technical training and certifications may be required.

Physical Demands and Working Environment

Work is performed in a standard office environment, and in the field on tactical assignments; may be exposed to physical attacks, hazardous chemicals, infectious and communicable diseases; may be required to physically restrain persons; must maintain a level of physical fitness to meet PGPD standards.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofpacificgrove.org/>

Position #20/601/09LL
 POLICE COMMANDER
 LL

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 Pacific Grove, CA 93950
 8316483171

llivian@cityofpacificgrove.org

Police Commander Supplemental Questionnaire

- * 1. Instructions for completing the supplemental questionnaire: This supplemental questionnaire is a tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. In answering the question(s), be as specific as you can in your response. Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously. The completed application and responses to supplemental questions constitute an examination. Note: qualifying experience must be reflected on the job application form. Resumes may be attached, but they will not be accepted in lieu of completing the job experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position. *Responses to the supplemental questions that indicate "see resume" are considered incomplete. Please indicate your understanding of these instructions by marking "yes".

Yes No

- * 2. Do you have a Bachelor's Degree and/or Master's in Criminal Justice, Public or Business Administration, or related field?

Yes No

- * 3. Do you have five years supervisory and administrative experience in a law enforcement agency or an equivalent combination of education, training, and experience?

Yes No

- * 4. Please briefly explain your years of supervisory and/or administrative experience in a law enforcement agency or your equivalent combination of education, training, and experience?

* Required Question