

# The City of Piedmont



*announces an employment opportunity for*

## **PUBLIC SAFETY DISPATCHER**



*Join Our Team!*

Apply online today: <https://piedmont.casellehire.com/jobs/>

Salary: \$6,376 - \$7,748/per month + excellent benefits:

- Education Incentive: 2% for POST Basic Certificate; 3% for POST Intermediate Certificate or 4% for POST Advanced Certificate (not cumulative).
- Retirement: Classic members will be provided the CalPERS 2% @ 60 plan. Employees new to the CalPERS system, or not eligible for reciprocity, will be provided with the CalPERS 2% @ 62 plan.
- Excellent benefits including CalPERS Medical, Delta Dental, VSP Vision & Employee Assistance Plan.
- Life Insurance: Equal up to two times the gross annual salary.
- Vacation: Annual vacation ranges from 88-200 hours, depending on years of service.
- Holidays: We provide 13 paid holidays per year.
- Sick Leave: Accrues at the rate of five (5) hours per pay period.
- Uniform Allowance: \$1,500 per year
- Professional development reimbursement up to \$1,500 per fiscal year.
- 4% shift differential for personnel assigned to the night shift. 3/12-4/12 work schedule with set working days.
- Children of full-time City employees are eligible to attend school in the Piedmont Unified School District. Additionally, the children of full-time employees are eligible to attend the preschool program, Schoolmates program and PRD run Summer Camps at no charge (based upon eligibility).

### **Our Department**

The Piedmont Police Department is dedicated to providing the best available law enforcement service to the Piedmont Community. The department employs a total of 29 full-time employees, including the Chief; (1) Administrative Assistant; (1) Captain; (1) Support Services Commander; (4) Sergeants; (13) Officers; (5) Dispatchers; (1) Records Specialist; (2) Animal Control Officers; and (7) part-time employees. In addition, the department has Reserve Police Officers, Police Explorers and adult volunteers. The Piedmont Police Department is a participative and service-oriented agency that prides itself on having a positive reputation achieved through training, integrity, pride, dedication and proven results.

### **Our Community**

The City of Piedmont is a charter city of approximately 11,000 residents located in the beautiful Oakland Hills, overlooking the San Francisco Bay. The city, which is virtually built out, consists of established residences on quiet tree-lined streets. Within Piedmont's 1.8 square-mile area there are five city parks and numerous landscaped areas which offer wooded paths, tennis courts, children's playgrounds and picnic facilities.

### **The Position**

The Public Safety Dispatcher receives emergency and non-emergency calls from the public; dispatches calls for emergency police, fire & EMS services; operates various communications equipment; prioritizes calls; dispatches units and/or refer calls appropriate to the jurisdiction; and performs other related work as required or assigned. Responsibilities are centered on extensive contact with the public, in person and over the telephone, in both emergency and non-emergency situations. The work involves coordinating interdepartmental activities within the city as well as with other agencies throughout the county. The Public Safety Dispatcher initially receives on-the-job training with the goal to

possess full proficiency to work a solo-shift without assistance. Within the established guidelines, the Public Safety Dispatcher exercises independent judgment under emergency conditions on matters involving the potential loss of life or property. Incumbents are required to work various shifts associated with 24-hour, 365-day operations including weekends and holidays.

*The ideal candidate will possess the following qualifications:*

### **Education & Experience**

Equivalent to graduation from high school and some demonstrated work experience, preferably in a customer service setting or dispatching. Must be able to type a minimum of 35 words per minute.

### **Physical Demands**

Must possess mobility to work in a standard office setting and use standard office and law enforcement communications equipment; stamina to maintain attention to detail and work on a computer for an extended period of time; vision to read printed materials and a computer screen; and hearing and speech to effectively communicate in person, over the telephone and radio.

### **Working Conditions**

Must pass a detailed background investigation, including polygraph & psychological testing, and a medical exam which includes a drug screen. *The City of Piedmont monitors DMV record information over the course of employment.* Must be available to work holidays, weekends and off-hours shifts; may be required to work extended shifts in relief or emergency situations. **Our dispatchers currently work 12-hour shifts with three-to-four days off each week.**

In January 2022, the City implemented a mandatory COVID-19 vaccination policy. As a condition of employment, employees must be fully vaccinated for COVID-19 unless a reasonable accommodation request for a medical or religious exemption has been approved by the City.

### **THE APPLICATION PROCESS**

**To be considered for this employment opportunity, applicants must have a passing score on: (1) the Emergency Communications Course with the National Testing Network (within the last six months), OR (2) POST Dispatcher T-Score, with a score of 50 or above (within the last six months), OR (3) Critical Test with passing score. Additionally, a typing certificate issued within the last six months is required. Typing certificates obtained from on-line sites will not be accepted. Lateral Dispatchers who possess a basic POST dispatcher certificate can forego the National Testing Network or T-Score requirement.** Application materials must be submitted online: <https://piedmont.casellehire.com/jobs/>. **This recruitment is open until filled, with first review of applications on October 7, 2022.** We are recruiting in order to create an eligibility list in anticipation of future vacancies.

The City of Piedmont complies with ADA, is an Equal Opportunity Employer and is seeking a diverse candidate pool. Examinations may be assembled, unassembled, written, oral, practical demonstration, or any combination thereof. All applicants should alert the personnel officer in advance if any accommodation is necessary to perform the job function or test. We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination by a city physician, including a drug screen and TB testing, and to skill and agility tests. All offers of employment will be conditional upon satisfactory proof of applicant's authority to work in the U.S. as required by the Immigration Reform and Control Act.

Candidates under final consideration for employment with the City should expect to undergo an employment reference/background check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process, credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan fingerprinting.

The City reserves the right to close this recruitment at any time and not fill the position.

*The information contained herein is subject to change and does not constitute either an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.*