



Employment Opportunity

3660 D STREET, LA VERNE, CALIFORNIA 91750

POLICE LIEUTENANT Open-Competitive

SALARY RANGE: \$119,501 - \$145,254

FILING DEADLINE: 5 p.m. – Wednesday, March 28, 2018

THE POSITION

Generally under the direction of a Police Captain, the Police Lieutenant performs responsible management, supervisory and technical police work serving as Watch Commander on an assigned shift; or performing other specialized police operations functions.

Duties: Depending upon assignment, duties may include, but are not limited to, the following: plan, direct, and supervise the activities of patrol, records, and other technical personnel on an assigned shift; review the work of subordinates to insure compliance with departmental policies and procedures; correct, supervise and participate in the preparation and maintenance of reports and records; provide overall technical and administrative direction to personnel assigned; assist in coordinating police activities with other City departments and divisions and with outside agencies; respond to difficult citizen complaints and requests for information; supervise, train, and evaluate assigned staff; perform related duties as assigned.



QUALIFICATIONS

Desirable Qualifications: A Bachelor's degree from an accredited college with major coursework in police administration or a closely related field; plus two (2) years of experience at the level of Police Sergeant.

Knowledge of: Principles and practices of organization and personnel management; modern police practices, techniques and methods; pertinent federal, state and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, traffic and evidence; departmental rules and regulations.

Ability to: Supervise, train, and evaluate assigned staff; obtain information through interview and interrogation; analyze situations quickly and objectively and determine proper course of action; communicate clearly and concisely, orally and in writing; properly interpret and make decisions in accordance with laws, regulations and policies; recommend improvements in departmental operation and in the rules, regulations, and policies governing the Department; mentor and develop personnel; demonstrate good leadership skills.

BENEFITS

- Up to \$1,700 monthly toward family medical coverage and dental plan
- Classic CalPERS Formula 3% @ 50 (Employee contribution 9% annual salary)
- CalPERS Pension Reform Formula 2.7% @ 57 (Employee contribution 11.5% annual salary)
- City-paid life insurance benefit
- 112-200 hours of vacation per year depending on years of service
- Holiday pay – 80 hours per year plus time and one-half for actual hours worked on a holiday
- Accrual of 8 hours of sick leave per month
- City-paid long term disability plan
- \$1,700 annual tuition reimbursement for job-related courses



As required by state law, the City provides consideration for veterans who served during military actions.

Eligible veterans should notify Personnel **in writing** at the time of application.

Under Federal law, employees must contribute 1.45% of their gross monthly earnings for Medicare coverage. The City will match the employee's contribution.

In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in this recruitment is needed, contact the Personnel Office.

The City recruits and hires without regard to race, color, religion, physical disability or condition, sexual orientation, gender, age, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise.

The City of La Verne hires only United States citizens or lawfully authorized aliens. The provisions of this bulletin do not constitute an express or implied contract.

Any provision contained in this bulletin may be modified or revoked without further notice.



SELECTION PROCESS

All interested candidates should submit a detailed résumé with references and a cover letter *tailored for this position*. This is an open and competitive recruitment. Candidates will initially be screened on the basis of overall qualifications and significant weight will be given to the quality and content of the cover letter.

Applicants who best demonstrate a good match between their background and the City's needs may be invited to participate in a multifaceted selection process. Following the establishment of the eligibility list, candidates will be interviewed by the Police Chief and Police Captain for selection. A thorough background investigation and medical examination, including a drug screen, will be conducted prior to appointment.

Application materials must be submitted together in one packet and received by **5 p.m., Wednesday, March 28, 2018**. Postmarks will not be accepted.

Materials may be mailed or delivered to:

City of La Verne Personnel Department
3660 D Street
La Verne, CA 91750
Fax: 909-596-8740
Email: hr@cityoflaverne.org

PERSONNEL OFFICE (909) 596-8726
Website: www.cityoflaverne.org
Equal Opportunity Employer