



City of
Arcadia

EMPLOYMENT OPPORTUNITY

Equal Opportunity Employer

Administrative Services Department, Human Resources Office, 240 West Huntington Drive
Post Office Box 60021, Arcadia, CA 91066-6021, (626) 574-5405

Website: www.ci.arcadia.ca.us

POLICE OFFICER (LATERAL)

REVISED

SALARY*

\$4,996 - \$6,240 per month. *In addition to this salary, the City contributes 9% of the employee's monthly salary to the Public Employees' Retirement System and offers a \$3,000 signing bonus (\$1,000 at time of hire and \$2,000 at the complete of probation). An Officer with an Associate of Arts degree or equivalent is eligible for a 2.5% salary increase; an Officer with a Bachelor's Degree is eligible for a 5% salary increase. Employees shall not receive in excess of 5% for any educational incentive. An Officer with a POST Intermediate certificate is eligible for a 5% salary increase; an Officer with a POST Advanced certificate is eligible for an 11% salary increase. The POST Certification pay may not be combined with educational incentive compensation.

BENEFITS

Vacation credit (up to 80 hours) and sick leave credit (up to 250 hours) based on accrual with previous employer. In addition, a monthly benefit allowance of \$487/employee only, \$722/employee plus one and \$866/family.

FINAL FILING DATE

APPLICATIONS ARE ACCEPTED ON A CONTINUOUS BASIS. A City application is required and may be obtained at the Human Resources office or by calling (626) 574-5405. Resumes may be attached to the City application but will not be accepted in lieu of a completed City application. Application materials may also be downloaded from the City's website at www.ci.arcadia.ca.us. Postmarks or faxed materials will not be accepted.

Human Resources office hours: Monday through Thursday, 7:30 A.M. to 5:30 P.M. and alternate Fridays, 7:30 A.M. to 4:30 P.M. City Hall offices are closed on alternate Fridays.

APPLICATION INFORMATION

In addition to the City's application, applicants must submit a copy of the following documents: 1) High school Diploma or G.E.D. and any college diplomas possessed 2) a resume listing experience and training, limited to four pages and if applicable 3) a California P.O.S.T Waiver of Attendance Certificate if current employment as a peace officer is in another State 4) a valid P.O.S.T. Academy Graduation Certificate or equivalent certificate and 5) a P.O.S.T. Basic Certificate **Failure to submit all required documents with the application will result in disqualification from the recruitment process.**

THE POSITION

Under general supervision, performs a variety of duties involved in the enforcement of laws and the prevention of crimes; conducts and participates in general investigations of crimes, accidents and cases; controls traffic flow and enforces State and local traffic regulations; serves as Patrol Officer, Detective, Field Training Officer, S.W.A.T. Team Officer, K-9 Officer, Traffic Officer, M.A.I.T. Officer, Range Master, C.Y.S. Officer, or Y.E.S Officer; performs a variety of technical and administrative tasks in support of the Department; and performs other relate duties and responsibilities as assigned.

QUALIFICATIONS/ REQUIREMENTS

Experience: One year of experience working with the public and current employment as a California peace officer. Or one year of experience working with the public and current employment as a peace officer in another State combined with a California P.O.S.T Waiver of Attendance Certificate.

Education: Equivalent to the completion of the twelfth grade supplemented by completion of P.O.S.T. Academy course of study.

Licenses/Certificates: Possession of, or ability to obtain, an appropriate, valid driver's license, a valid P.O.S.T Academy Graduation Certificate or equivalent certificate and a P.O.S.T. Basic Certificate.

Special Requirements: Ability to sit, stand, walk, run, kneel, crouch, squat, crawl, twist, climb, and lift 100 lbs.; exposure to cold, heath, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand by.

THE SELECTION PROCESS

Applications will be reviewed and those candidates whose applications indicate they have met the requirements will be invited to continue in the recruitment process. The selection process will consist of: **Application Evaluation** (Qualifying) and **Qualifications Appraisal Interview** (100%). Candidates will be selected for oral interviews based on qualifying review of application materials. The City reserves the right to limit the number of interviews conducted. The interview score determines ranking on the eligibility list and remain in effect for one year. Candidates must also pass an extensive Background Investigation, including a Polygraph Examination and a Police Chief's Interview, which includes a written exercise. Failure in either of these areas will result in removal from the eligibility list. Pre-employment psychological and medical examinations, including drug screening, are additional requirements for hire. Failure on any part of the selection process will result in disqualification and exclusion from further progress in the selection process. **Please Note:** If you have a disability that may require an accommodation in the selection process, please notify Human Resources in writing when you submit your application.

