

**The City of South El Monte is  
accepting applications for  
the position of:**

# **PUBLIC SAFETY OFFICER**



**SALARY RANGE**  
\$18.19 - \$22.11 Hourly  
\$1,455.23 - \$1,768.62 Biweekly  
\$3,153.00 - \$3,832.00 Monthly  
\$37,836.00 - \$45,984.00 Annually

**APPLY BY: August 11, 2022 BY 5:30 P.M.**



## **CITY OF SOUTH EL MONTE**

The City of South El Monte was incorporated on July 30, 1958. The City is a general law city, operates under a Council-Manager form of government, and is located in the heart of the San Gabriel Valley, just 7 miles east of Los Angeles.

The City of South El Monte boasts all comforts of urban life with a small town feel. The City's 21,000 residents represent a good blend of older and younger residents working with the same dedication and community spirit that this City was founded upon. Both the residents and the business community are working together to make the community a better place to live and work. Encompassing 3.25 square miles, the City of South El Monte is a well-balanced community of homes, schools, businesses and churches, as well as excellent parks and recreational facilities.

## **THE POSITION**

The City is looking to hire a team-oriented individual who is interested in joining a team that values individuality and creativity. The ideal candidate has a cooperative outlook with a can do attitude, is self-motivated and has a proactive approach to problem solving. This candidate additionally is an "outside-of-the-box thinker", is flexible, has the desire to work in a fast-paced environment, brings new, fresh, innovative ideas and is motivated to create change.

## **DEFINITION**

Under direction from the Code and Parking Enforcement Supervisor, patrols and enforces the City of South El Monte's street ordinances, parking regulations and code compliance requirements; identifies violations and conducts vehicle abatement; responds to resident requests and complaints; provides traffic and crowd control in the event of accidents; performs other duties as assigned.

## **ESSENTIAL DUTIES:**

Duties may include, but are not limited to the following:

- Enforces parking ordinances; patrols residential, commercial areas, parks and makes checks in response to residents' request; issues citations for violations of parking and stationary traffic violations; tags abandoned vehicles for impound.
- Identifies violations of parking laws including those which pertain to time parking zones, handicapped zones, yellow zones for loading, and other special parking zones; responds to public complaints of abandoned vehicles; administers street sweeping regulations and scheduled activities; issues citations of vehicles violating street sweeping parking violations.
- Coordinates special Public Safety Division functions and safety activities with the Los Angeles County Sheriff and Fire Departments; reports suspicious activity, code violations, and other safety issues to appropriate personnel; assesses status of abandoned vehicles and determines if vehicle should be towed.
- Provides traffic/crowd control for accidents, parades and other special events including non-injury accident investigation; assists with traffic control when there are accidents or other incidents in need; inspects yard sales for required permits.
- Serves as liaison between the community, the City's Public Safety Division and the Sheriff's Department for crime prevention programs.
- Contacts vehicle owners and sends warning notices for vehicle removal; follows-up on abandoned vehicle status; provides information on parking laws to citizens; posts temporary no parking signs for construction, and/or filming.
- Maintains parking citation logs; prepares related written and oral reports as needed sends copies of citations to collection agency.
- Identifies and reports traffic control problems and parking signs in need of repair removes unauthorized signs and banners; informs vendors and peddlers to leave restricted areas.
- Performs related duties as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge:**

- City geography
- Applicable local and county codes, regulations and ordinances governing parking within the City limits

- Vehicle abatement procedures

Competencies:

- Professional/Technical expertise – Is comprehensively knowledgeable of the most current information, theories, techniques, practices, and procedures of the field.
- Legal and Regulatory Navigation – Beyond the technical expertise of the profession, also knows and stays current on the relevant laws and regulations that pertain to the job.
- Action and Result Focus – Stays clear and focused on what is expected or needs to be accomplished.
- Teamwork – Understands one’s role on the team and does whatever is needed to make the team a success.
- Customer Focus – Explores options and pursues solutions until customers are satisfied.
- Oral Communication – Shows attention through verbal and non-verbal cues (e.g., eye contact, smiling, nodding, body orientation).
- Writing – Uses correct vocabulary, grammar, sentence structure, spelling, and punctuation.
- Informing
- Attention to detail – Shows a high level of care and thoroughness in handling the details of the job.
- Adaptability – Adjusts quickly to changes in assignments and priorities.
- Safety Focus – Putting safety first for self and others.
- Handling Conflict – Deals with interpersonally or politically challenging situations calmly and diplomatically, diffusing tension.
- Integrity and Ethics – Takes responsibility for his/her actions.
- Using Technology – Proficient with equipment and computer applications used on the job.
- Influencing – Persuades others to consider and adopt a new position or attitude on a topic.
- Gathering and Analyzing Data – Identifies information needed to understand or address an issue.
- Critical Thinking and Problem Solving – Breaks down problems into components and recognizes interrelationships.
- Self-Management – Knows and adheres to policies and procedures.

**MINIMUM QUALIFICATIONS**

Experience:

Two (2) years’ experience with substantial public contact, community relations and making public presentations; two years of experience can be substituted with an Associate’s degree from accredited college in administration of justice or public administration.

Education:

High school diploma or equivalent. Associate’s degree in administration of justice or public administration is preferred.

Licenses and Certificates:

- Possession of a valid California driver’s license and a satisfactory driving record.
- Post Certificate 8.32 (citation authority class) is preferred.
- May be required to obtain a certification of first aid and CPR training within six (6) months of employment.
- Successful completion of the Powers of Arrest course, which satisfies PC Section 832 (a) of the California Penal Code within six (6) months of employment is preferred.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

- Required to stand, sit, walk, talk, hear and to use hands to finger, grasp and perform repetitive motions.
- Occasionally lift up to 25 pounds.

- Vision abilities required by these positions are those required to operate City vehicles in patrol operations.
- Repetitive tasks performed for extended periods of time requiring standing, sitting, walking, kneeling, crouching, stooping, and bending; pushing, pulling, and reaching overhead and above shoulders.
- Lift and move up to 50 pounds with assistance.

**Working Conditions:**

- Work performed at both inside and outside environments.
- Possible exposure to inclement weather conditions including wet and/or humid conditions, heat, fumes, or airborne particles.
- Noise level is occasionally loud in field settings.
- Drive a vehicle to perform City business.

**IMPORTANT NOTICES**

**POSITION STATUS**

This position is designated as non-exempt under the provisions of the Fair Labor Standards Act.

**EQUAL OPPORTUNITY EMPLOYER**

The City of South El Monte is an Equal Opportunity Employer. It is the policy of the City of South El Monte to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

**LEGAL RIGHT TO WORK IN THE UNITED STATES**

The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

**SELECTION PROCESS**

Applicants demonstrating the most directly related experience/training will be invited to participate in an oral interview. All appointments are subject to approval of the City Manager. Fingerprints and background check will be conducted prior to appointment. Applications are available at South El Monte City Hall and on-line at <https://www.cityofsouthelmonte.org/>. Applications may be submitted in person or by mail to City Hall with attention to the Human Resources Division. Scanned applications may be submitted to [hr@soelmonte.org](mailto:hr@soelmonte.org). Scanned applications must contain an electronic signature or wet signature for acceptance. Resumes only will not be accepted. Faxed applications will not be accepted. The City of South El Monte cannot accept responsibility for notifying candidates of incomplete applications. It is the candidate's responsibility to make sure the application is properly submitted.

**REASONABLE ACCOMODATIONS**

Applicants with disabilities must contact the Human Resources Division prior to the final filing date to determine a reasonable accommodation to the application/selection process and/or the essential functions of the position. The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.

**EMERGENCY DISASTER WORKER**

City of South El Monte employees are registered as an Emergency Disaster Worker and must take an oath. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities.

**BENEFITS SUMMARY**

**HEALTH**

Health, Dental, and Vision Insurance are available to the employee and dependents. The City participates in the CalPERS medical insurance program. Dental and Vision are paid by the City and employees receive a generous allocation toward Health Insurance.

**Long Term Disability:** City pays full premium for all full-time employees.

**Term Life Insurance and AD & D Insurance:** City pays full premium for all full-time employees.

**Employee Assistance Program:** EAP services designed to help through life's challenges are available through Hartford.

**PAID LEAVES**

**Holidays:** 12 paid days per year

**Vacation:** Based on years of City service. Eight (8) hours per month (accrued at the rate of four (4) hours bi-weekly for 24 of the 26 pay periods annually) during the first five (5) years of service; ten (10) hours per month (accrued at the rate of five (5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixth (6<sup>th</sup>) through the tenth (10<sup>th</sup>) years of service; twelve (12) hours per month (accrued at the rate of six (6) hours bi-weekly for 24 of the 26 pay periods annually) during the eleventh (11<sup>th</sup>) through fifteenth (15<sup>th</sup>) years of service; and thirteen (13) hours per month (accrued at the rate of six and one-half (6.5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixteenth (16<sup>th</sup>) and following years of service.

**Sick Leave:** Earned at a rate of 8 hours per month.

**Bereavement Leave:** 3 days per calendar year.

## **RETIREMENT**

Participation in California Public Employees' Retirement System (CalPERS)

CalPERS Retirement Plans:

- Effective 05/27/2012 - 2% @ 60 with a member rate of 7.0, applicable to local miscellaneous members, "Classic members", entering membership for the first time in the miscellaneous classification with the City.
- PEPRA New Members effective 01/01/2013 - 2% @ 62 with a member rate of 6.25.

New members under the Public Employment Retirement Law (PERL) hired as of 1/1/13 will have a mandatory CalPERS contribution established by PERL.

A "New Member" is defined as:

- A new hire that is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any other California public retirement system.
- A member who established CalPERS membership prior to January 1, 2013, and who is hired by a different CalPERS employer after January 1, 2013, after a break in service of greater than six months.

Effective January 1, 2013, Public Employees' Pension Reform Act of 2013 (PEPRA) prohibited employers from paying any portion of a "new member's" member contribution rate. All new members must pay 50% of total normal cost as employee contribution rate.

## **Deferred Compensation**

Plan available.

\*The City also participates in the Social Security retirement system.

**The provisions of this job announcement do not constitute a contract, expressed or implied, and any provision contained in this job announcement may be modified or revoked without notice.**



**CITY OF SOUTH EL MONTE – 1415 SANTA ANITA AVE. – SOUTH EL MONTE – 91733 – (626) 579-6540**

## **Supplemental Questionnaire**

Completion of the following supplemental questionnaire is REQUIRED with the application. A copy of high school diploma or equivalent will be request upon employment offer. Falsification of any information or failure to complete this questionnaire as instructed may result in disqualification.

**1. Do you have a High School Diploma or equivalent?**

Yes       No

**2. Do you have an Associate's degree?**

**If yes, a copy will be required upon request**

Yes       No

**3. How many years of experience do you have?**

Less than two years       Two years or more

**4. Do you have a current California Driver's license?**

Yes       No