

# Employment Opportunity



## Police Officer Recruit

Salary: \$4,649 per month  
Recruits are reimbursed for meals and mileage to and from the academy

*"We are committed to service, safety, and enhancing the public trust through professionalism and leadership"*

Located near the east shore of the San Francisco Bay, the City of El Cerrito is an ethnically diverse community offering a high quality of life within one of the nation's most sophisticated and beautiful living areas.

El Cerrito Police Department is a modern, well-managed department providing police services to a community of 24,000 residents. The department offers many opportunities for professional growth including: Investigations, Traffic, SRO's, Field Training, Hostage Negotiation Team, Collision Investigation/Motorcycle Officer, Special Response Team, and K9.

Employment Applications can be completed online at [www.el-cerrito.org/apply](http://www.el-cerrito.org/apply). All applications must be returned to the Human Resources Division, [jobs@ci.el-cerrito.ca.us](mailto:jobs@ci.el-cerrito.ca.us) 10890 San Pablo Ave, El Cerrito. Any supplemental questionnaires, information, and/or resumes should be included with your application.

With or upon completion of the Police Academy and appointment to the position of Police Officer, the City offers a comprehensive benefits package including:

- Work Schedule: Patrol 3/12 schedule
- Paid vacation: 88 hours after one year of service
- Sick leave: accrued at 120 hours per year
- 14 paid holidays per year
- Short and Long Term Disability (city-paid)
- Medical (up to Kaiser family rate), and paid family Dental (including orthodontic coverage)
- Life Insurance (annual salary up to \$100,000)
- CalPERS Retirement: 3% at 50 (classic members), 2.7% at 57 (new members)
- Bilingual Pay: \$100 per month
- Specialty Assignment Pay: 5% salary differential for detective, field training, motorcycle, school resource, and canine assignments
- Longevity Pay: 3%, 6%, or 9% annually, based on years of service
- Education Incentive: \$210 per month for AA/AS, \$290 per month for a BA/MS
- \$1,000 annual Uniform Allowance



For more information contact the Human Resources Division at (510) 466-5005 or [ecpdrecruiting@ci.el-cerrito.ca.us](mailto:ecpdrecruiting@ci.el-cerrito.ca.us)

## THE COMMUNITY

Located near the east shore of the San Francisco Bay, the City of El Cerrito is an ethnically diverse community offering a high quality of life within one of the nation's most sophisticated and beautiful living areas. With a population of almost 24,000 residents, El Cerrito has the advantage of being centrally located in a major metropolitan area. El Cerrito is an established community with a strong self-identity and a commitment to enhancing the quality of life for its citizens.

## THE DEPARTMENT AND POSITION

El Cerrito Police Department is a modern, well-managed department providing police services to a community of 24,000 residents. The department has 46 sworn members.

Officer Recruits receive closely supervised training in the following areas: laws and penal codes; criminal justice system and procedures; law enforcement and crime prevention techniques; physical fitness and first aid; proper handling and firing of firearms; radio codes and dispatching procedures; public contact skills; interviewing and taking complaints; writing and editing police reports; geography; investigative techniques; procedures regarding the arrest and handling of suspects; and departmental rules and regulations.

Police Officer Recruits are hired into this temporary non-sworn position for the period during which they are enrolled in the Police Academy. They are not covered by the City's classified (Civil Service) system, and serve at the pleasure of the Chief of Police. Police Officer Recruit benefits are limited to those required by law. **City of El Cerrito Police Officer Recruits are enrolled in CalPERS under the Miscellaneous Formula while attending the academy.** Upon successful completion of the curriculum and the battery of physical fitness tests at the training academy, Police Recruits are sworn in and appointed to the classified position of Police Officer, at Step A of that salary range with full benefits (including CalPERS at the Safety Formula).

NOTE: Applicants who have successfully completed a California P.O.S.T. approved police academy may be considered for appointment as a probationary Police Officer at salary Step A (\$7,313 per month) with full benefits.

This position requires an ability to learn and interpret laws, regulations, policies and procedures; carry out oral and written directions; analyze situations and make quick decisions requiring sound judgment; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work; and meet the on-going physical requirements of the position.

## QUALIFICATIONS

All applicants must be able to perform the essential job functions of the position, as determined by a thorough City pre-placement physical examination; meet vision requirement of not less than 20/100, correctable to 20/30; possess a high school diploma or G.E.D.; must be a U.S. Citizen or permanent resident alien with an application for citizenship completed at least one year prior of date of application (citizenship must be obtained no later than three years after date of application or disqualification

will result); have a valid California Class C driver's license and a satisfactory driving record; be free of felony convictions; and have a minimum of 30 verifiable semester college units or at least 2 years active military service with an honorable discharge.

**T-SCORE REQUIRED:** Applicants must have successfully completed the POST Entry-Level Law Enforcement Test Battery (PELLETB), which is a reading and writing test designed to measure the ability to identify clear writing, and the ability to spell and understand commonly-used vocabulary words. **Applicants must have received a 'T' score of 50 or better, within the preceding six months of the date of their application. Proof of T-score must be submitted with application materials.**

## THE EVALUATION AND SELECTION PROCESS

**QUALIFICATIONS APPRAISAL INTERVIEW:** An oral qualifications appraisal interview designed to measure the job-related knowledge, skills, and abilities deemed critical to successful job performance. (Weighted 100%)

Candidates whose names are placed on the eligibility list must undergo an extensive background investigation; and thorough medical and psychological evaluations that may include polygraph and drug testing - prior to appointment. Police Officers serve an 18 month probationary period.

## APPLICATION INSTRUCTIONS

Employment Applications and Police Department Supplemental Applications may be obtained from the City of El Cerrito Human Resources Division at [www.el-cerrito.org/apply](http://www.el-cerrito.org/apply), at City Hall, 10890 San Pablo Ave., El Cerrito, CA 94530; by calling (510) 466-5005.

You can email your signed and scanned application forms and all application materials to [jobs@ci.el-cerrito.ca.us](mailto:jobs@ci.el-cerrito.ca.us); or you can also mail or hand deliver your application forms to the Human Resources Division at El Cerrito City Hall, 10890 San Pablo Avenue, El Cerrito, CA 94530.

Qualified applicants receive equal consideration without regard to race, color, religion, sex, national origin, ancestry, age, marital status, or disability.

In accordance with the Federal Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the selection process, notification of such accommodations must be made to the City at the time the employment application is filed. Medical documentation must be provided upon request.

*"The City of El Cerrito is an Equal Opportunity Employer"*

**FINAL FILING DATE: December 9, 2016—4:00 p.m.**

**11/2016**