



THE CITY OF ROCKLIN
ANNOUNCES AN OPENING FOR:

POLICE RECORDS SUPERVISOR

\$61,607 - \$84,928 annually

Pride, Professionalism, and Teamwork

Come to work for the beautiful City of Rocklin. Work for a progressive Police Department in a safe community with great schools and affordable housing. Enjoy hiking, boating, camping, skiing, and much more, just minutes from Rocklin.

[**APPLY HERE**](#)



APPLICATION DEADLINE:

Wednesday, July 3, 2019 at 5:00 PM

CAREER OPPORTUNITY

The City of Rocklin is now accepting applications for a Police Records Supervisor in the City's Police Department. The incumbent will supervise, coordinate, and oversee the operations of the records unit of the Police Department; perform complex and confidential technical and administrative tasks in the maintenance of police records; act as custodian of police records; and provide responsible technical and administrative support to the Manager of Police Records and Communications.

This is the advanced journey-level position in the Police Clerk series and the incumbent is expected to independently perform the full range of assigned duties. This class is distinguished from the Senior Records Clerk by the Police Records Supervisor having responsibility for directly supervising assigned personnel.

THE DEPARTMENT

The Rocklin Police Department has 91 full-time employees. The Department fields a number of units and specialties including: Uniformed Patrol, Traffic Enforcement, Investigations, Canines, School Resource Officers, Crime Prevention, Citizen Volunteers, SWAT, Dispatch, Records, Evidence, and Animal Control.

The Department embraces a philosophy of community oriented policing. The City enjoys a low crime rate, and all efforts are focused toward maintaining a safe, family environment throughout the community. The Department is housed in a **40,000 square foot state of the art facility**.



COMMUNITY

Located in South Placer County at the intersection of Interstate 80 and State Highway 65, the City of Rocklin is a thriving community of 69,249 residents located at the base of the Sierra Nevada Mountains. Rocklin is a preferred location for business and living because of its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety.

Rocklin's outstanding educational systems includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to UC and CSU universities and William Jessup University, a fast-growing private, 4-year university. In addition to vibrant retail centers, Rocklin has a diverse range of business types including finance, insurance, health care, technology, engineering and utilities. Businesses choose to make their home in Rocklin because of our strong demographics, low business license fees and a great quality of life that appeals to employers and their employees.

TEAM ROCKLIN CULTURE

As an organization, the City of Rocklin is dedicated to maintaining a high standard of service, a collaborative team environment, innovative ideas, transparency, and on-going training and development. Team Rocklin takes pride in serving the citizens and maintaining a safe and thriving community. Rocklin team members appreciate the strong support they receive from the citizens who respect and value what they do to keep the City a great place to live, work and play. Working at the City of Rocklin, you can see firsthand the strong sense of community and high standard of service. Rocklin continues to be an innovative leader that is creating its own identity by challenging the status quo. Team Rocklin members are capable experts in their fields, who work together to accomplish the strategic objectives set forth by the City Council.

ORGANIZATION

The City of Rocklin is a General Law City and operates under the Council/Manager form of government. Five Council Members are elected at large for four-year terms. Each year, the Council elects the Mayor and Vice-mayor from within their ranks. The City Council appoints the City Manager. Management staff from all departments work closely together to ensure stable growth and ongoing quality of life within the community. The City Council consistently supports public safety goals and efforts to maintain one of the safest communities in the State.

The City prides itself as having friendly people, small town charm, as well as tree-lined and safe, thriving neighborhoods. City staff work closely with residents and businesses to provide the best municipal services possible.

SALARY AND BENEFITS

■ Salary Range

\$61,607 - \$84,928 per year

■ Medical/Retiree Health

A variety of plans are offered through CalPERS. The City pays \$1,200 per month to active employees and eligible retirees and the employee pays any difference. Employees who retire by 12/31/2020 are guaranteed the City's \$1,200 per month contribution for retiree health.

■ Dental and Vision

City-paid for employee and dependents.

■ Leave Accruals

- Sick Leave: 56 hours first year; progresses up to 72 hours per year based on years of service;
- PTO: 234 hours first year; progresses up to 298 hours per year based on years of service;
- Special Holiday Pay

■ Education Incentive Pay

Ranges from \$65 - \$225 per month based on level of education and/or certificate.

■ Uniform Allowance

\$30 paid in each bi-weekly pay period.

- ### ■ Retirement-CalPERS (in accordance with Public Employees' Retirement law)
- 2% @ 62 PEPRAs Employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.
2% @ 55 Classic Employees: Current CalPERS members or former CalPERS members without a break of service of more than 180 days.

■ Deferred Compensation

Rocklin offers optional programs for employee participation (457 plans). PEPRAs employees receive \$200 per month (no match).

■ Life and AD&D

City-paid \$50,000 life insurance and Accidental Death & Dismemberment (AD&D).

KNOWLEDGE OF:

- Operations, services and activities of a Police Records Unit
- Complex principles and practices of records management systems
- Principles and practices of training, supervision, and performance evaluation
- Pertinent federal, state and local laws, codes, and regulations
- Principles and practices of public sector finance, budgeting, and accounting, including basic budget preparation and monitoring, cash control, and related accounting practices
- Techniques for providing a high level of customer service

ABILITY TO:

- Plan, assign, supervise, and evaluate the work of assigned support personnel
- Perform a wide variety of administrative duties and record keeping; assemble and organize data and prepare reports
- Maintain confidential data and information
- Analyze situations correctly and adopt quick, effective, and reasonable courses of action with regard to surrounding circumstances
- Select, train, and instruct assigned personnel
- Interpret and apply federal, state, and local policies, procedures, laws, codes, and regulations
- Understand and act in accordance with City and Police Department policies, procedures and rules; interpret and apply policies, procedures, and rules to assigned personnel
- Type at a speed necessary for successful job performance
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities and meet critical time deadlines
- Use English effectively to communicate in person, over the telephone, and in writing
- Use tact, initiative, prudence, and independent judgement within general policy, procedural and legal guidelines
- Establish and maintain effective working relationships with those contacted in the course of work, including City, and other governmental officials, community groups, the general public, and media representatives

[Click Here to view Benefits Summary](#)

THE CITY OF ROCKLIN IS AN EQUAL OPPORTUNITY EMPLOYER

MINIMUM QUALIFICATIONS:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of twelfth (12th) grade and five (5) years of increasingly responsible full-time experience as a Records Clerk with a law enforcement agency, including two (2) years of lead or supervisory experience.
- A POST Basic Records Certificate is required at the time of application.
- A POST Records Supervisor Certificate is required within twelve (12) months of appointment.

License Requirements:

A valid California Class C driver license or higher with a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PRE-QUALIFICATION QUESTIONNAIRE

1. Do you have the equivalent to the completion of the 12th grade?
2. Do you have at least five years of increasingly responsible full-time experience as a Records Clerk with a law enforcement agency, including two years of lead or supervisory experience?
3. Do you have a POST Basic Records Certificate? If yes, please attach your certificate.

SUPPLEMENTAL QUESTIONNAIRE

1. What training courses have you attended in the last two (2) years related to this position, and how has the training assisted you with your current position?
2. Explain your knowledge of the Public Records Act and in what capacity you have utilized the Public Records Act in the scope of your current position.
3. Have you attended any training regarding the Public Records Act? If yes, include the agency or organization that provided the training and the date of completion.



APPLICATION PROCESS

Applicants may apply [on-line](#) or by submitting a [hard copy employment application](#) to the Human Resources Department at the address below. It is the applicant's responsibility to explain his/her qualifications fully and clearly. Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the next step in the selection process.

Offers of employment are conditional upon successful completion of a pre-employment fingerprint clearance. All applicants will be notified by email following application review.

DEADLINE: Wednesday, July 3, 2019 by 5:00 p.m.

City of Rocklin – Human Resources Department
City Hall, 2nd Floor
3970 Rocklin Road
Rocklin, CA 95677

Telephone: (916) 625-5050 Fax: (916) 625-5099 Job line: (916) 625-5060
The [Full Job Description](#) is available on the City's website www.rocklin.ca.us

[APPLY HERE](#)



*The City of Rocklin is an equal opportunity employer.
If you possess any disabling limitation that would require test/interview accommodation,
please inform the Human Resources Department upon submittal of the application. Medical
disability verification May be required prior to accommodation.*