



The City of Baldwin Park is accepting applications for: **Police Lieutenant**

Salary Range: \$9,869 — \$13,226 monthly

Final Filing Date: June 9, 2022

THE POSITION

Under the direction of the Chief of Police and the Police Captain, the Lieutenant's assignments are to perform responsible supervisory and technical police work in commanding an assigned shift, in directing police investigative work and performing administrative support work activities. Responsibilities include direct supervision of sworn and non-sworn personnel. Assignments may also require functional and technical supervision of sworn and non-sworn personnel.

THE DESIRED CANDIDATE

The Police Lieutenant will utilize his/her extensive knowledge to plan, direct, and supervise the activities of patrol, traffic, investigation, dispatch, and jail personnel on an assigned shift; receive complaints or reports of emergencies and determine the need for police action; review the work of officers and civilian staff to insure compliance with departmental policies and procedures; correct, supervise, and participate in the preparation and maintenance of reports and records; and provide overall technical and administrative direction and guidance to personnel on an assigned staff. The position will also assist in administrative responsibilities involving the Department's budgeting, purchasing, personnel, and community relations functions; conduct special studies of department functions assigned; develop and conduct training programs in the various phases of police activities; coordinate police activities with other City departments and divisions, and with outside agencies; respond to difficult citizen complaints and requests for information; serve as acting Police Captain as assigned; and perform related duties as needed. Lieutenants are subject to callout after hours for emergencies, critical incidents, and/or community events..

The ideal candidate will understand the importance of consistent application of policies, and lawful operations which include contemporary community oriented policing methods and protocols; and possess the skills, knowledge and experience to provide effective oversight of activities of the department with outstanding leadership. The candidate will know how to create and foster a team oriented environment that values accountability, and values principles of diversity and inclusion; possesses superior communication, conflict resolution and employee engagement skills, and helps police department employees reach their full potential.

MINIMUM QUALIFICATIONS

Experience:

Ten years of experience in law enforcement with a government agency including at least four years of experience in a responsible supervisory capacity at the level of Police Sergeant or higher with successful completion of the probationary period **And**

Education:

Completion of an Associate's Degree from a college or university that is accredited by one of the national accrediting institutions with major work in police science, business or public administration, or related field **And** Possession of POST Intermediate and Supervisory Certificates is required.

Human Resources Department

14403 East Pacific Avenue

Baldwin Park, CA 91706

(626) 813-5207 phone

(626) 813-5284 fax

www.baldwinpark.com

City Hall Business Hours:

Monday—Thursday

7:30am—6:00pm

Closed every Friday

Located roughly 20 miles east of Los Angeles and measuring less than seven square miles, the City of Baldwin Park can trace its origins back to the mid-1800s as a sleepy-town agricultural region. The City was part of cattle grazing land belonging to the San Gabriel mission, and in 1906 became known as Baldwin Park after wealthy landowner, Elias, J. "Lucky" Baldwin. In 1956, the City was incorporated under the general laws of the State of California becoming the 47th incorporated city. Today, this suburb of more than 75,000 residents is considered the hub of the San Gabriel Valley and is the 24th largest city in the Los Angeles County.

The Baldwin Park Police Department is committed "To provide law enforcement services in a fair and impartial manner in order to prevent crime and provide for the safety and welfare of the community." - *Baldwin Park Police Department Mission Statement*



KNOWLEDE, SKILLS & ABILITIES

Knowledge of:

- Principles and practices of organization, administration, budget, 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.
- Functions and objectives of Federal, State, and other local law enforcement agencies.
- Contemporary Community based policing philosophies and strategies.

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.
- Establish smooth working relationships and resolve interpersonal conflicts.
- Understand and interpret provisions of the City's Municipal Code, MOU's, Departmental Policies, City Personnel Rules and other rules and regulations related to their respective job duties.
- Use and care for firearms.
- Effectively manage workplace diversity issues in a diverse organization.
- 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.
- Meet the physical requirements established by the Department.

BENEFITS AND COMPENSATION

Compensation	Starting salary step will depend on qualifications, prior experience and skills.
Retirement	Participation in California Public Employees Retirement System (CalPERS) CalPERS Retirement Plan: 3% @ 50 for classic members or 2.7% @ 57 for PEPRA members CalPERS Employee Contribution: 9% for classic members or 11.5% for PEPRA members
Health/Life	Group life, medical, dental, vision and long term disability insurance programs are provided.
Insurance	\$1,400.00 per month for health insurance \$1,200 max may be received as taxable income \$32.12 per month for Vision insurance \$50,000 Group term life insurance/AD&D
Bargaining Group	Baldwin Park Police Management Employees Association (BPPMEA)
Retiree Health	CalPERS Health contribution of single party coverage based upon the employee's years of service to the City.



BENEFITS AND COMPENSATION (continued)

Work Week	3/12 Work Schedule or a 4/10 Work Schedule
Probation	12 months
Leaves	<p>Vacation: Employees initially accrue 96 hours per year. Hours increase based on length of service.</p> <p>Sick Leave: Employees accrue 96 hours per year. All City employees are eligible to participate in the Sick Leave Incentive Program.</p> <p>Holiday: Employees shall have the option of receiving the holiday hours worked as cash payment at their straight time rate for each holiday as it occurs, or may elect to bank the holiday hours as it occurs; plus floating holiday leave hours.</p>
Other	<p>Optional programs available to employees include:</p> <p>Longevity pay based upon the employee's years of full time law enforcement service including service performed outside of the City of Baldwin Park Police Department up to \$675 month</p> <p>Bilingual pay of \$150.00 per month, upon certification</p> <p>Education pays up to 12% increase to monthly base salary, upon certification</p> <p>POST certificate pay upon certification advanced up to \$560 a month and supervisory up to \$500 a month</p> <p>Computer purchase program</p> <p>Education tuition reimbursement program of \$3,000 per fiscal year</p> <p>Deferred compensation plan,</p> <p>Flexible spending account for Medical and Dependent expenses</p> <p>City owned take home car will be assigned</p>

THE SELECTION PROCESS

For consideration in this job opportunity, please submit an original completed City of Baldwin Park employment application **by the final filing date: Thursday, June 9, 2022.**

- **Applicants must submit the best email address where they can be contacted immediately for test updates.**
- Applications may be submitted online at <https://www.governmentjobs.com/careers/baldwinpark>
- Applications may be accompanied by a resume describing experience, education, and/or training in relation to the requirements of the position, but will not be accepted in lieu of a completed application.
- All applications will be reviewed in detail and those applicants possessing the minimum qualifications listed will be invited to continue in the selection process. Failure to state all pertinent information may lead to elimination from competition.
- This selection process will consist of an Application Evaluation (Qualifying) and an Appraisal Interview which includes a written component weighted at (100%). It is anticipated that the exam will be held during the month of June or July at the very latest. After filing closes, qualified applicants will be notified via email of resources that may be utilized to prepare for the examination, if the applicant so chooses.

The City of Baldwin Park is an Equal Opportunity Employer

The City of Baldwin Park is committed to promoting equal employment opportunity to all without regard to political affiliation or opinion, age, race, color, national origin, ancestry, religious creed, marital status, disability, medical condition, gender, pregnancy or pregnancy related condition. Please note: If you require an accommodation during the selection process, please notify the Human Resources Department.