CITY OF MONTEREY PARK
Human Resources Department
320 W. Newmark Ave. Monterey Park, CA 91754 (626) 307-1334
www.montereypark.ca.gov

announces a job opening for

COMMUNICATIONS DISPATCHER TRAINEE
Open/Competitive/Promotional

SALARY: **$3,689 - $4,719, monthly,** plus excellent benefits including **$150** monthly bilingual pay for a qualified second language. Upon successful completion of the required 18-month probationary period, the incumbent will be appointed as a Communications Dispatcher with a salary range of **$4,464-$5,711**. Classic CalPERS members will have a retirement formula of 2.7%@55, single highest year. New CalPERS members, as determined by PEPRA, will have a retirement formula of 2%@62, three average years.

DEADLINE: **Continuous Recruitment - may close at any time without prior notice.** Although applications will be accepted continuously, ***early applications are strongly recommended.*** When a sufficient number of applications are received, testing will be scheduled. Completed City application, **including the required original typing certificate** and any related educational or training documents must be submitted to the City of Monterey Park Human Resources Department, 320 W. Newmark Ave., Monterey Park, CA 91754 within the filing period. Faxes, electronic submissions or postmarks will not be accepted.

THE POSITION: Under direct supervision from a Dispatcher Training Officer or the under the general supervision of a Police Department supervisor, receives and completes Communication Dispatcher training in accordance with the City of Monterey Park Dispatcher Training Program; attends and completes the POST-certified Public Safety Dispatcher course at a Police Academy to fulfill requirements for appointment as a Communications Dispatcher. Trainees must satisfactorily complete the Monterey Park Dispatcher's Training Program and the POST-Certified Public Safety Dispatcher course within the prescribed 18-month probationary period. Depending on assignment, duties may include, but are not limited to the following: receives formalized classroom training at a Police Academy and on-the-job training to learn practices, procedures and techniques of public safety dispatching, performs other related duties as assigned. ***This position works rotating shifts including nights, weekends and holidays.***

QUALIFICATIONS: ***Knowledge of*** office practices and procedures, operation of various office equipment including computers and typewriters. ***Skills/Abilities*** - type at a speed of 40 net wpm; learn and apply police practices, procedures, basic radio and telephone communications; follow written and verbal instructions; work calmly under extremely stressful situations; shift to new tasks and procedures when priorities change; work rapidly and accurately with names, numbers, codes and symbols; exercise good judgment; have a memory for details; recognize and keep information confidential; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with others. ***Physical Effort*** - Those in this position may be required to sit at a computer terminal for extended periods of time. ***License*** - A valid Class C California Driver License is required at time of appointment and as a condition of continued employment. ***Education*** – High school diploma or GED required. Any combination of experience and education that has provided the required knowledge and abilities necessary for satisfactory job performance would be qualifying. Desirable qualifications include any of the following: 1) College coursework in public administration, administration of justice, political science or related field or; 2) Successful completion of a POST Certified Dispatch Academy, or; 3) One year of any police-related experience, or 4) One year experience in a field requiring extensive public contact. The ability to communicate in a second language that is deemed useful in the community is highly desirable, and may be required for certain positions. ***An original current Typing Certificate (issued within 1 year) from an accredited business school, adult school, or employment agency must be submitted with the application.***

SELECTION PROCESS: Candidate's whose qualifications are determined to best meet the City's needs, will be invited to take the written examination. Those who pass the written examination will be invited to the Oral Board Interview.

Written Examination:	Qualifying only	Date to be announced
Oral Interview:	Weighted 100%	Date to be announced

After a conditional job offer is made, the candidate must pass a pre-employment background investigation and medical examination, including a drug/alcohol screen. Applicants with legal disabilities who require special testing arrangements must contact the Human Resources Department at least five (5) days prior to the examination date. THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE

MODIFIED OR REVOKED WITHOUT NOTICE. THE CITY OF MONTEREY PARK DOES NOT DISCRIMINATE AGAINST MINORITIES, WOMEN OR PERSONS WITH LEGAL MENTAL OR PHYSICAL DISABILITIES. THE CITY OF MONTEREY PARK IS AN EQUAL OPPORTUNITY EMPLOYER. TERMS AND CONDITIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

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Typing Certificates may be obtained from:

1. Your local Adult School. These schools are normally located at the area high schools. Check phone book for listings.
   Montebello Adult School (323) 887-7844 x4559 Appt Only (while school is in session) $5 Fee 149 N. 21st Street, Montebello
2. Local Employment Agencies.
   Hart Employment (626) 405-0778 8 A.M.-5:00 P.M. M-F Appt Only – $15.00 Fee 220 S. Kenwood St. #320, Glendale

NOTE: Applicants are ***required*** to submit an **original** five-minute timed typing test certificate from an approved agency. The certificate ***must*** indicate the *name of the institution where the certificate was obtained, the date, the signature and title of the person verifying the typing test and the phone number.* ***Internet typing tests/certificates are not accepted.*** The certificate must be issued and dated within one year of the application date. ***Applications submitted without an appropriate original typing certificate will be considered incomplete and therefore, not processed.***

Following is a summary of the provided benefits. For further information, refer to the unit's Salary Resolution or Memorandum of Understanding.

- HOLIDAYS: 108 hours of paid holidays per year.
- VACATION: 80 hours of vacation each year plus eight additional hours for each year served beginning with the employee's sixth anniversary to a maximum of 200 hours per year.
- SICK LEAVE: 88 hours of sick leave (7.34 hours per month). Cash out and reimbursement options are available with restrictions. Automatic enrollment in catastrophic leave bank.
- CASH OUT OF ACCRUED LEAVE: An employee may elect to cash out up to 60 hours of vacation and/or holiday leave per MOU.
- RETIREMENT: Employees are covered by the Public Employees' Retirement System at, 2.7% @ 55, single highest year or 2%@62, three average years, as determined by PEPRA. Classic members pay the full 8% and new members pay 6.25% of the employee contribution. The City does not participate in the Social Security System, except for the mandatory 1.45% Medicare contribution.
- MEDICAL INSURANCE: The City contributes up to $825.00/mo toward medical insurance for employees, eligible dependents and retirees. (Eff. 7/1/13 $875). Employees have a variety of medical insurance plans to choose from. Those who waive City-paid medical coverage & present proof of insurance in a non-City employee's health insurance plan will receive $175/mo. cash in lieu.
- DENTAL INSURANCE: The City contributes up to $60.00/mo toward dental insurance for the employee & eligible dependents.
- VISION INSURANCE: The City contributes up to $16.00/mo toward vision insurance for employee and eligible dependents.
- LIFE INSURANCE: The City provides a $50,000 life insurance policy. Additional life insurance is available.
- LONG TERM DISABILITY INSURANCE: The City pays the premium for long-term disability insurance for the employee.
- EMPLOYEE ASSISTANCE PROGRAM: Regular, full-time employees are eligible for participation in the Employee Assistance Program that provides confidential counseling and consultation services for family, stress, financial and legal issues.
- MEDICARE: Employees pay the mandatory 1.45% contribution.
- CREDIT UNION: F & A Credit Union is available to employees.
- AGENCY SHOP: Positions in this collective bargaining unit are required to join the Union or pay an equivalent service fee.
- DEFERRED COMPENSATION: Available to all employees who wish to participate.
- BILINGUAL PAY: $50.00/month for the ability to speak a qualified second language. An additional $50.00/month available for the ability to translate documents in a qualified second language.
- TUITION REIMBURSEMENT: Those who pass probation are eligible for reimbursement up to $2,000 annually for approved courses & books at Cal-State LA University rates.
- EMPLOYEE COMPUTER LOAN: Those who pass probation are eligible for a $2,500 interest free loan to purchase a computer.
- DRUG/ALCOHOL FREE WORKPLACE: It is the policy of the City of Monterey Park to maintain a drug and alcohol free workplace. Applicants for City employment are expected to comply.
- IMMIGRATION REFORM AND CONTROL ACT OF 1986: In compliance with IRCA of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

NOTE: All employees of the City of Monterey Park are designated by both State and City Ordinance to be "Disaster Service Workers". In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.

THE CITY: The gateway to the San Gabriel Valley, Monterey Park is located six miles east of the Los Angeles Civic Center and encompasses an area of 7.72 square miles with approximately 64,000 residents. Development within the City consists primarily of suburban residential neighborhoods balanced by commercial facilities. Monterey Park is bordered by the San Bernardino, Long Beach and Pomona freeways, and offers many economic and cultural advantages. Only a few minutes away are mountains, major sport event facilities and cultural attractions. In the City itself, newcomers may choose from hillside homes with spectacular views, family homes on pleasant, tree-lined streets and apartments or condominiums. The educational opportunities from kindergarten to university present some of the best in Los Angeles County. East Los Angeles College is located within the City limits and California State University at Los Angeles is located on the City's northern boundary. The City contains two hospitals, 14 parks and facilities, baseball diamonds, tennis courts, gymnasiums, swimming pools and a golf course. City employees can enjoy a variety of authentic culinary delights from the over 100 restaurants in the City and shopping experiences in the over 75 multi-cultural specialty stores throughout the City.

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