City of Hermosa Beach is actively seeking candidates for Community Services Officer.
The City of Hermosa Beach is actively seeking candidates for **Community Services Officer**

**The Department**
The Hermosa Beach Police Department is a full-service organization committed to high quality service to the residents of Hermosa Beach. Each member of the organization is critical to the fulfillment of the law enforcement mission. The Police Department consists of 38 sworn officers and 30 civilian personnel. The City sponsors a number of special events throughout the year providing many opportunities for extra detail assignments. The Department enjoys a very good relationship with and the confidence of the residential and business community due to quick response times and efforts to solve problems.

**The Position**
Community Services Officers are non-sworn members of the Police Department and are primarily responsible for managing limited parking resources through effective enforcement of regulations governing the parking of vehicles on streets and municipal parking lots, and enforcing animal regulations.

In addition, the Community Services Officers will:
- Patrol streets, parks, the beach area, and municipal parking lots for parking and animal violations;
- Issue citations for parking and animal control violations;
- Impound vehicles in certain cases;
- Collect and transport stray animals to designated holding facilities;
- Investigate complaints for parking and animal control violations;
- Assist police with crowd and traffic control;
- May perform meter collection and minor meter repairs;
- Act as ambassadors for the City;
- Deliver exceptional customer service to the community;
- Perform various other duties as assigned.

**The Ideal Candidate**
At the City of Hermosa Beach, each individual plays an important role in the delivery of safe, reliable and friendly services to our community and visitors. Over the past several years, we have been working collaboratively to focus on a stronger, deep-rooted culture of customer service expressed in everything we do, while delivering safe and reliable services.

We are looking for a dedicated public servant with a passion for serving the Hermosa Beach community. The ideal candidate will possess exceptional interpersonal skills (verbal and written), as well as effective problem-solving skills.

**Qualifications**
- Educational achievement equivalent to graduation from high school. Two years of experience in work involving considerable public contact.
- Ability to learn and interpret laws and regulations applying to parking and animal control; ability to handle and control large animals; ability to multitask and deal tactfully and effectively with citizens suspected of violating regulations; knowledge and proficiency of basic computer programs.
- Possession of a valid Class C California driver license with a safe driving record is required and must be maintained during the course of employment. Possession of a valid California driver license with appropriate endorsements is preferred.

**Employment Process**
Following a review of the applications received, a limited number of the most highly qualified applicants from among those meeting the minimum requirements will be selected to participate in a written examination and oral interview. Applications containing minor omissions or deficiencies which can be corrected prior to the testing or interview process will not be rejected. The examination weights will be: written examination 40%; oral interview, 60%. Candidates’ score on the written examination will determine eligibility for the oral interview. Only the top candidates will be invited to the oral interview. Prior to appointment, a candidate must complete a police background investigation, which may include psychological, polygraph and medical examinations, including a drug test. Final appointment will be made by the Chief of Police.

A medical examination, which includes a drug test, is required of each prospective employee and is given at a City designated medical facility. A probationary period of one year must be satisfactorily completed prior to permanent appointment.
About the City

Home to nearly 20,000 residents, Hermosa Beach is within a short commute of many of the largest and best-known names in corporate America in the aerospace, tech, industrial, service and financial fields. The Hermosa Beach City School District, consistently recognized as a California Distinguished School, offers a high quality education to students in kindergarten through eighth grade, while high schoolers attend Mira Costa or Redondo Union High Schools.

The City of Hermosa Beach operates under the Council-Manager form of government with five council members elected at large, with each serving a rotation as Mayor. The City Council is responsible for appointing a City Manager to direct the day-to-day operations of the City, which includes Community Development, Community Resources, Finance, Human Resources, Police, and Public Works Departments.

The City has a budget of $67 million and authorization for 134 full time staff members. Hermosa Beach is a full service City, with its own Police Department.

Compensation and Benefits

The following salary and benefits are offered for this position:

**Salary Range:** $50,496 to $61,380 annually

**Alternate Schedule:** Staff in this classification work a 4/10 schedule which includes evening and weekend shifts.

**Retirement:** California Public Employees’ Retirement System (CalPERS) retirement formula is based on appointment date and membership status with CalPERS. The City does not participate in Social Security but does participate in Medicare, which requires a 1.45% contribution by both the staff member and the City.

**Health Insurance:** The City pays up to $1,786.50 per month toward medical insurance for the staff member and eligible dependents. The City pays up to $226.30 per month toward the cost of dental insurance for staff members and their eligible dependents. The City offers a vision insurance plan, but does not contribute to the monthly cost.

**Retiree Medical:** The City offers retiring staff members $400 per month toward the cost of retiree insurance. A retiring staff member must have worked at least 20 years for the City and be at least sixty years of age to be eligible for this benefit.

**Disability Insurance:** The City pays the premium for both Short-Term and Long-Term Disability coverage.

**Holiday/Vacation/Sick Leave:** You will accrue 80 hours of vacation leave per year during the first two years of employment. Subsequent accruals increase with longevity until reaching 160 hours accrued per year commencing with the 18th year of service. You will accrue 8 hours of sick leave per month. The City observes 10 holidays throughout the year.

**Term Life Insurance:** City-paid term life insurance policy in the amount of $50,000.

**Union Membership:** This position is covered by the Memorandum of Understanding between the City and the General & Supervisory (Teamsters) Group.

To Be Considered

Applicants must complete a City Application form which may be obtained at the City of Hermosa Beach Human Resources Department, 1315 Valley Drive, Room 203, Hermosa Beach, CA  90254 or online at www.hermosabch.org. City Hall hours are Monday through Thursday 7:00 a.m. to 6:00 p.m. Applications must be received in the Personnel Department no later than 6:00 p.m., April 9, 2020. Applications may be hand-delivered, mailed via U.S. mail or emailed to HR@hermosabeach.gov.

Employment Opportunities

Visit us on the web at http://www.hermosabch.gov/jobs

Or call 310-318-0200

City of Hermosa Beach
Human Resources
1315 Valley Drive
Hermosa Beach CA  90254

An Equal Opportunity Employer