



**San Gabriel**  
CITY WITH A MISSION

Invites you to apply for  
**Police Captain**  
(Internal Recruitment)  
\$10,622 - \$12,911 monthly



## *Imagine...*

...the opportunity to work in one of the most historic and beloved settings in Southern California, home to the fourth of the 21 California missions, at a time when tremendous growth and diversity combine to make San Gabriel one of Southern California's prime destinations.

### **The Community**

San Gabriel, 10 miles northeast of Los Angeles, is the birthplace of the region, founded by Father Junipero Serra in 1771. Visitors to the historic Mission District enjoy outstanding entertainment, vibrant food culture, and the charm of early California. San Gabriel is a place of unique homes and diverse neighborhoods offering substantial commercial land, solid connections to regional transportation, and outstanding public education. San Gabriel is a great place to live, work and visit.

### **The Department**

The San Gabriel Police Department exists to ensure public safety and to promote a community environment free from fear and crime. We work in partnership with all citizens to establish and maintain community peace and exceptional quality of life. Recognizing that integrity is the foundation of their profession, they endeavor to preserve and protect the public trust placed by adhering to the highest standards of honesty and ethical practice.

### **The Position**

Under direct supervision of the Police Chief, the Police Captain performs the most complex law enforcement and crime prevention supervision; manages, plans, and coordinates programs and activities of assigned division(s); and performs other related duties as assigned.

The following tasks are essential for this position and may include but are not limited to: manages a variety of operational activities including crime prevention, internal affairs, planning and research, school-based programs, narcotics, and special enforcement; manages and participates in the development and administration of the annual budget including participating in the forecast of funds needed for staffing, equipment, materials, and supplies; assists the Police Chief in the development, implementation, and administration of department goals, objectives, policies, and procedures; and continuously monitors and evaluates the short and long-term efficiency and effectiveness of service delivery methods in the department.

Conducts staff briefings and gives special orders and instructions; reviews crime and accident reports for accuracy and completeness; monitors all major investigations and accidents; manages or conducts the most serious and complicated criminal investigations within the department; analyzes crime patterns, frequency,



traffic accident patterns; keeps informed of new trends and innovations in the field of law enforcement; responds to the most complex questions, concerns, and requests for service from the public; participates in committee or community activities and contributes to discussions regarding police services; works with community groups and representatives in the development and administration of programs designed to address problems associated with crime and its prevention; and coordinates activities with other City departments, agencies, and City officials; maintains and facilitates public relations and cooperative working relationships with news media, schools, local organizations, internal staff, and the public.

Attends and speaks at various community functions and meetings; oversees employee development activities; may review and approve requests for special assignments, transfers, and training; determines work procedures and issues written and verbal instructions; prepares and administers performance evaluations; may serve as Acting Police Chief as assigned; and performs other related duties as assigned.

### **Education & Experience**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be a bachelor's or master's degree from an accredited college or university with major course work in criminal justice, police science, public administration, or a related field. 10 years of increasingly responsible full-time experience as a sworn officer with extensive administrative and supervisory responsibility, and two years at the rank of Lieutenant with the City of San Gabriel are required. Possession of, or ability to obtain, a California P.O.S.T. Management Certificate within 24 months of appointment, as well as possession of a California Driver's License and ability to maintain a satisfactory driving record are also required.

### **Benefits**

- **Participation in the CalPERS Retirement System:** 2% @ 50 for "classic" CalPERS members. Promoted employees will remain in their existing tier.
- **City contribution towards medical, dental, and vision insurance premiums:** a choice of multiple PPO and HMO medical plans (the City contracts with CalPERS for health insurance), two dental plans, and a vision plan.
- **Other Benefits:**
  - Choice of enrollment in multiple Deferred Compensation (457) Programs
  - Optional enrollment in Supplemental Insurance Programs
  - City-paid life insurance (1x annual salary)
  - City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members
  - Payment of retiree (and family) health insurance per established vesting schedule
  - ***Bilingual pay of \$100 per month is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.***

- **Leaves:**

- 40 hours of administrative leave per year
- 96 hours of sick leave per calendar year
- Vacation accrual based on years of service
- 88 hours of holidays per year, plus 8 hours of floating holiday

- **Cash Outs:**

- Sick Leave Buy Back Program allows cash out of 50% of unused sick leave accrued in the 12-month period between November and October.
- Vacation Buy Back Program includes the option to cash out 40 hours of unused vacation per year (benefit currently authorized for FY 17-18).
- Holiday Buy Back Program allows a maximum of 8 hours of unused holiday to be paid back to the employee during the second pay period of the calendar year.

### **The Examination Process**

Candidates will be tested based on the following four components:

1. Operational Assessment Panel
2. Administrative Assessment Panel
3. Written Exercise
4. Standard Panel Interview

Each of the four testing components will be weighted equally. The examination process will culminate with a Chief Executive interview.

### **We Welcome Your Application**

Candidates must submit a completed City of San Gabriel application, résumé, and cover letter directed to the Chief of Police online at [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). **All application materials must be submitted online by 5:00 p.m. on Friday, December 8, 2017.** *Faxed, emailed, or hard copies of application materials are not accepted.* Any inquiries should be made directly to the Human Resources Department.

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five days prior to the examination date.*

---

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的僱主

*Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.*

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

---

#### **HUMAN RESOURCES DEPARTMENT**

San Gabriel City Hall  
425 South Mission Drive  
San Gabriel, CA 91776

(626) 308-2802  
[hr@sgch.org](mailto:hr@sgch.org)  
[www.sangabrielcity.com](http://www.sangabrielcity.com)

Job ID#90