

CITY OF INGLEWOOD

Human Resources Department



Announces a Part-Time Opportunity for: SPECIAL ENFORCEMENT OFFICER

(Traffic Control)

HOURLY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
SALARY	\$13.48	\$14.17	\$14.89	\$15.65	\$16.45	\$17.29	\$18.18

TO APPLY

Interested parties must complete an official City Application detailing qualifying experience and submit your application materials along with waivers and release forms for a criminal records check and background information to the Human Resources Department. Applications for this part-time position will be accepted by the Human Resources Department on a "CONTINUOUS BASIS".

JOB SUMMARY

Under close supervision, enforces parking laws and State Vehicle Codes; provides traffic control assistance to the Police; patrols City streets and parking meter areas for parking violations or abandoned vehicles; issues parking citations and notices; receives and responds to radio calls from police dispatch to abandoned vehicles, stolen vehicles and parking violations; directs traffic at traffic accidents, fires, signal repairs and street closures. Completes daily logs of activities and reports equipment usage; checks and maintains assigned work vehicles; assists citizens with parking complaints or inquiries; assists citizens with the issuance of residential parking permits, administrative hearings and citation dismissals; and assists police department with post storage hearings. Incumbents in this position will be required to work any shift, holidays and weekends, in emergencies, and inclement weather as necessary.

MINIMUM QUALIFICATIONS

A high school diploma or equivalent AND some experience in parking citation or code enforcement or equivalent combination of education and experience as determined by the hiring department. Must possess at the time of application and maintain a valid CA Driver's License. Applicants for this must be knowledgeable of CA Vehicle Codes and related Municipal Codes, traffic control methods and procedures, City policies and procedures, and effective conflict management techniques. Skilled in interpreting and enforcing Vehicle and Municipal Codes, following and providing oral and written instructions, and establishing and maintaining positive and productive working relationships with both external and internal clients.

THE HIRING PROCESS

begins with a thorough evaluation of all applications submitted. Applications may be rejected at this phase of the process due to inaccurate or incomplete information submitted on the city's official job application. Applications best meeting city needs will be invited to participate in the selection process for this position.

The Selection Process for this position will consist of a written exam and departmental panel interview. The top 25 scores on the written exam will have their name forwarded to the police department to participate in a panel interview with subject matter experts in the field. Individuals who are successful in the panel Interview will be invited to participate in the Police Background Investigation Process.

A thorough background investigation may include but is not limited to polygraph, medical, and psychological examination, employment history, education, criminal history, financial standing. This investigation will be conducted prior to all appointments. Successful completion of the background review process will result in an offer of employment.

PART-TIME EMPLOYMENT

Part-time employees are considered "At-Will" and may be terminated with or without cause based on the City's needs. Employees in part-time status can work up to 1000 hours between July 1 and June 30 each year. Nothing contained on this job announcement shall be construed as guaranteeing any part-time or permanent part-time employee a minimum number of hours per day, days per week, weeks per year or any other guarantee of work.

In accordance with the Immigration Reform and Control Act of 1986, all persons hired after 1986 must verify identity and entitlement to work in the United States by providing required documentation such as a valid CA Driver's License and Social Security Card. The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal opportunities regardless of Race, Color, Disability, Sex, Religion, Age or National Origin.

OPENS: 1/23/14 REC NO. 01/2012-13

APPLICATIONS will be accepted on every business day for open positions unless otherwise stated on the job announcement. Resumes will not be accepted in lieu of a City application form, but may be attached to the City's form.

Supplemental Questionnaires are required for some classifications along with proof of degree and certification requirements should the position require such.

Applications are subject to review for legibility and eligibility. Only applicants who application materials clearly meets the minimum qualifications as demonstrated in their application materials and whose training and experience best meet the needs of the City will be invited to participate in the selection process.

CONVICTIONS for violations of law must be fully disclosed. Failure to report convictions may result in dismissal. Convictions are not an automatic disqualifier; failure to provide accurate penal codes and convictions will be disqualified. The City reserves the right to fingerprint all prospective employees and volunteers prior to beginning any assignment.

Changes of name, address, or telephone number must be communicated to the Human Resources Department immediately to ensure proper delivery of notices and information regarding the selection process or status of application materials.

VETERANS POINTS may be awarded for entry level examinations. To qualify, applicants must submit form #DD214 with application materials.

TYPES OF RECRUITING EXAMS

"OPEN" examination is a competitive examination open to all interested and qualified applicants.

"PROMOTIONAL ONLY" examinations shall be limited to permanent City employees. You must be currently employed by the City in a permanent full time, probationary, and/or permanent part-time status to participate in the selection process.

"OPEN & PROMOTIONAL" examinations are open to interested and qualified applicants. Should a sufficient number of internal qualified applicants apply, the recruitment may be converted to a promotional only process.

Qualified applicants are those who meet the minimum qualifications, and whose training and experience as described in the application packet best meet the needs of the City.

Qualified applicants will receive notification of the date, time, and place of examination(s) by one or more of the following: Email, US mail, or telephone. Disqualified applicants will receive notification of their status by email or US mail.

The exam types will be dependent upon the number of qualified applications received for the current recruitment process.

The selection process may include one or more of the following test parts: (1) Multiple Choice Written Test; (2) Written Exercise; (3) Performance; (4) Assessment Center, or (5) Oral examination. All exams are job-related. In some instances, evaluation of application materials will be scored and considered as part of the examination process.

ELIGIBILITY LISTS -An eligibility list will be established consisting of names of those candidates who have passed all portions of the examination process with a score of seventy percent (70%) or higher. Names shall be arranged in ranking order of final scores.

In some cases, Civil Service Rule IV Section (d) New names may be added to an eligible list from time to time up on the obtaining of additional qualified candidates pursuant to the selection process or as a result of a reduction of force.

Appointments will be made from candidates in the first three rankings on the eligibility list who are ready and willing to accept a position. The manager of the hiring department shall interview the top three ranks for fit into their operation. Eligible candidates who are not selected will be returned to the eligibility list for future consideration with other departments within the City

Eligibility lists typically expires one year from the date established, or until fewer than three rankings remaining. All newly hired employees serve a probationary period of one-year, are considered at will employees, and can be released with or without cause during the probationary period.

To check on current recruitments please visit our website at:

HTTP://WWW.CITYOFINGLEWOOD.ORG

The provisions in this announcement DO NOT constitute an expressed or implied contract or offer of employment. Any and all statements in this job announcement may be changed, modified or revoked at anytime with or without further notice.

EMPLOYMENT

Benefits include 108 hours annually of sick leave, vacation, 14-holidays, PERS Membership in lieu of social security, dental, medical, life insurance coverage, plus optional employee-paid programs. A probationary period of one year must be completed before permanent status is achieved.

Every individual who is employed by the City must complete and sign the U.S. Government form I-9, and provide documentation required by law showing that s/he is eligible to work in the United States. A list of acceptable documentation is available in the Human Resources Office.

All employment offers are contingent upon successful completion of fingerprint/background check, provision of evidence of freedom from tuberculosis, and clearance following medical exam by City approved/authorized physician. In addition, submission of proof of any necessary licenses/certificates.

The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.

The City is currently closed every Friday as a result of furloughs through December 2013. During the furlough program, employees are paid for seventy-two (72) hours per pay period versus eighty (80) hours in a two week pay period scale.



Inglewood Police Department



MARK FRONTEROTTA CHIEF OF POLICE

MARTIN J. SISSAC CAPTAIN MARIE DIBERNARDO CAPTAIN JAMES D. MADIA CAPTAIN DAVID SALCEDO ACTING CAPTAIN

January 30, 2014

RELEASE and WAIVER Criminal Records Check

As an applicant for employment or a volunteer position with the City of Inglewood, I hereby authorize, for the period of one (1) year from the date of execution hereof, any representative of the Inglewood Police Department to conduct a background check to determine my suitability for such a position.

I authorize the Inglewood Police Department to conduct a criminal record check. I authorize the Inglewood Police Department to transmit my fingerprints and other associated information to other parties such as the Department of Justice and the Los Angeles Sheriff's Department for completion of a criminal records check.

This Release and Waiver is executed with full knowledge and understanding that the information is for official use within the Inglewood Police Department / City of Inglewood. Consent is granted to the Inglewood Police Department to obtain information regarding my criminal history for the purpose of determining my suitability to be employed or volunteer with the City of Inglewood.

I hereby acknowledge and agree that I waive any right or opportunity to read or review any of the information provided in response to this investigation. I also waive any right or opportunity to read or review any background investigation report prepared by the Inglewood Police Department.

I hereby release any party releasing information to the Inglewood Police Department pursuant to my application from liability or damage which may result from furnishing the information requested, including any liability pursuant to California Labor Code 1054, or any similar laws of other states or political entities.

I acknowledge that I have received a copy of this Release and Waiver, and agree that a copy is as valid as the original.

State of California	County of			
(Sign Full Name)	Contact Number(Applicant telephone number)			
(Print Full Name)				
	(Here insert name and title of the officer)			
the basis of satisfactory evidence to be the packnowledged to me that he/she executed	, who proved to me on person whose name is subscribed to the within instrument and the same in his/her authorized capacity, and that by his/her be entity upon behalf of which the person acted, executed the			
I certify under PENALTY OF PERJURY under true and correct.	the laws of the State of California that the foregoing paragraph is			
WITNESS my hand and official seal	(Notary Seal)			



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January 30, 2014

RELEASE and WAIVER Background Information

Having made application for employment with the City of Inglewood, I hereby authorize, for the period of one (1) year from the date of execution hereof, any representative of the Inglewood Police Department to search, review and copy any and all information contained in your files pertaining to my employment, work and school attendance, athletic history, personal history, including any performance reports, medical records or information, background investigations, all adult/juvenile arrest reports, incident reports, traffic violations, contacts with the law enforcement agency, polygraph and psychological examinations and results, all internal affairs investigations, all disciplinary records and credit records. This Release and Waiver specifically authorizes anyone possessing any information described above to provide the Inglewood Police Department with copies of said information. I further specifically authorize any physician, psychiatrist, mental health provider and hospital to release copies of their files with regard to my medical history and treatment.

This Release and Waiver is executed with full knowledge and understanding that the information is for official use within the Inglewood Police Department. Consent is granted to the Inglewood Police Department to furnish the information described above to third parties in the course of investigating my background for the purpose of determining my suitability to be employed by a law enforcement agency.

I hereby acknowledge and agree that I waive any right or opportunity to read or review any of the information provided in response to this investigation. I also waive any right or opportunity to read or review any background investigation report prepared by the Inglewood Police Department.

I hereby release you, as the custodian of such records, and any employer, former employer, school, college, university, and other education institution, hospital, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment, including their officers, employees, or related personnel, both individually and collectively, from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I may be contacted at the telephone number listed below should there be any questions.

I hereby release any party releasing information to the Inglewood Police Department pursuant to my application from liability or damage which may result from furnishing the information requested, including any liability pursuant to California Labor Code 1054, or any similar laws of other states or political entities.

		Contact Number	
(Sign Full Name)			(Applicant telephone number)
(Print Full Name)			
On	, before me,		,
			lere insert name and title of the officer)
personally appeared			, who proved to me on
	same in his/her au	thorized capacity, and	bscribed to the within instrument and acknowled that by his/her signature on the instrument the piment.
L certify under DENALTY O	F PERJURY under	the laws of the State	of California that the foregoing paragraph is tru