

The City Of West Covina

1444 West Garvey Avenue, P.O. Box 1440, West Covina, California 91793
(626) 939-8450 - www.westcovina.org



ANNOUNCES A CAREER OPPORTUNITY FOR

POLICE RESERVE OFFICER – LEVEL I Limited Service/Part Time

SALARY: \$16.66 Per Hour

HOURS: Up to 20 hours per week

MINIMUM REQUIREMENTS:

High School graduation or equivalent **AND** graduation from a POST-approved Basic Police Academy, **OR** currently be a Certified Level I Reserve Police Officer at a POST-approved agency, and be able to testify in court. Applications will be accepted from those currently enrolled in a POST-approved Basic Police Academy, for consideration of employment after successful completion of the POST-approved Basic Police Academy.

DUTIES:

A Reserve Officer must work assigned details, completing at least sixteen hours each month, including attendance at a monthly training meeting and bi-monthly range qualification. Level I Reserve Officers shall also complete 24 hours of Continued Professional Training (CPT) every 2 years. Level I Reserve Officer duties include: Working as a one-person reserve car; riding as a second officer with a regular officer; vacation house checks; subpoena service; traffic control, security at City meetings, and other general law enforcement duties assigned by the Department. Reserve Officers are limited to 20 hours of work per week and are compensated for all hours worked.

EXAMINATION:

The examination process will consist of a writing skills assessment and an oral board interview covering general knowledge, police aptitude and judgment, and ability to understand and comply with oral and written directions. Candidates must also pass a physical agility test, a background investigation, a polygraph examination, and a psychological evaluation. Prior to the first day of hire, candidates must pass a medical exam which includes a drug screen.

FINAL DATE FOR FILING APPLICATIONS:

City of West Covina application must be received by **Monday, August 2, 2010.**

Certification of completion of Police Reserve Officer Level I Academy Training due at time of hire.

Qualified candidates will be notified at a later date for the time and place of the examination. Under the City's examination procedure, failure on any part of the announced examination will be grounds for disqualification of an applicant. Apply to the City of West Covina Human Resources Department. Applicants requiring accommodations for testing must notify the Human Resources Department prior to test administration consistent with the Americans with Disabilities Act.

The City of West Covina is an Equal Opportunity Employer. The City does not discriminate on the basis of gender, color, national origin, age, race, religion, or disability. In compliance with the Immigration Reform Act, the City of West Covina hires U.S. Citizens and Legal Residents only.

EMPLOYEE BENEFITS – PART-TIME

EMPLOYEE PAID HEALTH PLAN - All part-time employees have the option of purchasing a limited medical, dental, and vision plan provided through the City by Integrated Health Benefits.

MEDICARE – The City of West Covina is part of the Public Employees Retirement System (PERS) agency and does not make any contributions towards social security. However, the City does contribute 1.45% of gross salary towards Medicare.

PART-TIME, SEASONAL, and TEMPORARY EMPLOYEES - DEFERRED COMPENSATION

The City withholds 7.5% of gross salary per pay period on a tax-deferred basis that can be used at separation or towards retirement.

THE CITY

West Covina is a city of approximately 110,500 residents, located 20 miles east of Los Angeles, with easy accessibility via freeway to beach and mountain resorts and many other major retail, recreational, educational, and cultural facilities. Acknowledged as the “Headquarters City of the East San Gabriel Valley,” West Covina prides itself on the quality of living it offers.

The City utilizes the council-manager form of government, and employs 385 full-time employees, and approximately 200 part-time employees, with an operating budget of approximately \$64 million.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.