

# 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 OFFICER LATERAL ENTRY AND PRE-SERVICE TRAINED

| SALARY | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> |
|--------|---------------|---------------|---------------|---------------|---------------|
|        | \$5542        | \$5819        | \$6110        | \$6415        | \$6737        |

Appointment may be made at Step 2, 3 or 4 based on qualifications. The City also pays the employee's share (9%) to the Public Employees' Retirement System (PERS). The PERS retirement plan for police sworn is the 3% at 50 Formula. (See reverse side for additional benefits.)

#### MINIMUM REQUIREMENTS:

High School graduation or equivalent; college coursework desirable; age minimum 21; valid California Class "C" Driver's License.

Lateral Entry: Applicants shall possess a California P.O.S.T. Basic Certificate and be **currently** employed for a minimum of 18 months with a California Police or Sheriff's Department or Highway Patrol.

Pre-Service Trained: Must have successfully completed a P.O.S.T. approved police academy training within the last 36 months.

#### DUTIES:

Police Officers perform general law enforcement duties and may have the opportunity to specialize in the selected fields of juvenile law; narcotic and dangerous drug enforcement; community relations; traffic enforcement and investigation; criminal investigation; and other equally challenging tasks.

#### EXAMINATION:

The examination may consist of an oral board interview and written exercise. Candidates must also pass a background investigation, psychological evaluation, and polygraph examination. Prior to first day of hire, candidates must also pass a medical exam, which includes a drug screen.

#### WORKING CONDITIONS:

Must be able to physically restrain and control combative individuals; run, climb, stoop, bend, and reach; work in varied weather conditions; and work shifts (both days and nights as assigned). This position also requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard.

#### PHYSICAL STANDARDS:

Vision standard is 20/70 uncorrected; 20/30 corrected.

**FINAL DATE FOR FILING APPLICATIONS:** This recruitment will close upon receipt of the first 100 applications or Monday, August 2, 2010, whichever occurs first.

Lateral: City of West Covina application and copy of CA P.O.S.T. Basic Certificate.

Pre-Service: City of West Covina application and Police Academy Training Certification.

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 – POLICE OFFICER**

**HOLIDAYS** – Public Safety employees receive twelve holidays per year.

**VACATION** – All public safety employees accrue 80 vacation hours per year. Lateral police officers who have completed 5 years of service with a prior employer, performing the duties of a police officer, shall be eligible for 120 hours vacation leave upon the completion of 18 months of service with the City.

**SICK LEAVE** – Eight hours per month accrued by full-time employees for sick leave. There is unlimited accumulation, and the City has an annual payoff plan for unused sick leave, plus a payoff plan upon termination.

**HEALTH INSURANCE** – The City will provide up to \$1074.24 per month (Kaiser Family rate) towards health coverage through the Public Employees' Retirement System (PERS). Employees already covered by a health insurance plan equal to or better than the City's PERS coverage may cash out \$600/month.

**DENTAL** – The City contributes up to \$53.28 per month towards premiums.

**VISION** – The City contributes up to \$40.04 per month towards premiums.

**DEFERRED COMPENSATION** – The City provides 2.5% of base salary into a deferred compensation plan.

**LIFE INSURANCE** – The City provides 2 plans: 1) one-half of the employee's annual salary, plus a \$100,000 accidental death while on duty plan; and 2) a \$10,000 life and accidental death while on duty plan.

**SENIOR OFFICER PAY (LONGEVITY)** – 10 years of service = 2% of base salary; 15 years of service = 3% of base salary; 20 years of service = 4.5% of base salary; and 25 + years of service = 7% of base salary.

**RETIREMENT** – The City pays both the City's and the employee's portion of the retirement contribution to the Public Employee's Retirement System. The PERS retirement plan is "3% at 50 Formula". Options include single highest year, post-retirement survivor benefit, military buyback service credit and service credit for unused sick leave.

**RETIREE MEDICAL BENEFIT** – Effective January 2009, the City will pay up to the Kaiser + 1 health benefit.

**TUITION REIMBURSEMENT** – The City provides a tuition reimbursement program, up to \$1,000 per fiscal year, for continuing job-related education.

**EDUCATION INCENTIVE** – Effective July 12, 2008, the City will pay the following percentages of base salary per month for education incentive: 2% for an AA/AS degree or equivalent (60 semester or 90 quarter units); 2% for an Adv. POST; 4% for an AA/AS or equivalent (60 semester or 90 quarter units) & Adv. POST; 4% for a BA/BS degree; 6% for a BA/BS degree and Adv. POST; 4% for a MA/MS degree; and 8% for a MA/MS degree and Adv. POST.

**BILINGUAL SKILLS PAY** – \$100 per month for a language skill necessary for effective communication within the community, approved by the Chief of Police and certified by Human Resources.

**UNIFORM ALLOWANCE** – Sworn officers annually receive a \$900 uniform allowance. Effective January 2011, the annual amount will be increased to \$1000. One regulation uniform is provided for new officers.

**BEREAVEMENT LEAVE** – Up to 40 hours in one calendar year may be granted.

**THE CITY** – West Covina is a city of 110,500 residents, located 20 miles east of Los Angeles, with easy accessibility via freeways 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, with an operating budget of about \$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.