



# City of Oroville

**ELIZABETH EHRENSTROM**  
HUMAN RESOURCE MANAGER

## OFFICE OF HUMAN RESOURCES

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### **OROVILLE POLICE DEPARTMENT MUNICIPAL LAW ENFORCEMENT OFFICER POSITION FLYER**

#### **POSITION DEFINITION:**

To assist police officers and the community by promptly responding to non-hazardous calls for service; to carry out assigned community relations efforts; to act as a referral source to other government and private agencies; and to perform related duties and responsibilities as required.

#### **TYPICAL DUTIES:**

Patrols assigned areas, streets, road and highways within the City; Responds to non-emergency, non-hazardous calls for service; Assists with animal control duties as necessary; Maintains the department's property inventory records; Assists with criminal investigation activities, including the collection of evidence and the interviewing of victims and witnesses; Performs other routine services as required, including but not limited to assisting stranded motorists, assisting with non-violent crowd control, delivering subpoenas; Assists in directing traffic; issues non-moving citations and warning notices on vehicles; responds to traffic accidents, provide traffic control, arrange towing, take statements from those involved, and prepare accident diagrams and reports using computerized report program; Processes abandoned vehicles, including removal, towing and abatement procedures; Participates in Child Safety Seat Restraint Education Program; Provides medical assistance as needed at the first-responder level; Prepares reports of investigations conducted as needed; Testifies and presents evidence in court; Participates in neighborhood and community relations programs; attends community meetings to enhance police / community relationships and to address issues as needed; implements problem-solving techniques and strategies; etc. (NOTE: This is only an illustration of job duties; see full detailed job description)

#### **MINIMUM QUALIFICATIONS:**

**Knowledge of:** Pertinent federal, state and local laws, regulations, codes and ordinances; Departmental rules and regulations and other state and local law enforcement agencies; Principles and practices of law enforcement, including but not limited to investigations, automotive, radio and other law enforcement equipment; The layout of local roads and of the locations and characteristics of various neighborhoods; Modern office practices and technology, including the use of computers for word and data processing; Basic record-keeping and report writing; English usage, spelling, grammar and punctuation; Safe work practices; Public / community relations techniques; Inspects parcels of land, structures, vehicles and stored materials for

compliance with applicable planning, zoning and other codes and laws; Plans and carries out systematic field visits of businesses, vendors, etc., to ensure compliance with business license and permit regulations; Preliminary investigation of certain misdemeanor and felony crimes; Investigates code, license and fee violations and issues appropriate warnings and citations; follows up on cases to ensure compliance; Evaluates existing City codes and ordinances; makes recommendations for revision as appropriate, etc. (NOTE: This is only an illustration of minimum qualifications; see full detailed job description)

**Experience:**

Any law enforcement or code enforcement experience is highly desirable

**Education:**

Graduation from high school or GED

Graduation from a California Basic P.O.S.T. Academy or completion of PC 832 Course is highly desirable

**Additional Requirements:**

Must be at least 18 years of age at the time of employment

Possession of a valid California driver's license

**SALARY AND BENEFITS:**

**ANNUAL SALARY: \$43,596- \$58,423**

**VACATION:** 80 hours per year initially

**SICK LEAVE:** 96 hours per year

**HOLIDAYS:** 13 per year + 1 Floating

**BILINGUAL PAY:** \$200/Mo.

**UNIFORM ALLOWANCE:** Up to \$720 per year to purchase uniforms

**SHIFT DIFFERENTIAL:** \$.58 per hour for swing shift (1400 to 2200) and \$1.16 per hour for graveyard shift (2200 to 0600).

**RETIREE MEDICAL:** After 20 years of service and at least 5 years past CalPERS retirement age

**EDUCATIONAL INCENTIVE:** \$125/Mo. for AA degree and \$250/Mo. for BA Degree

**EMPLOYEE MORTGAGE ASSISTANCE PROGRAM:** Employees who are full-time and have been employed for 24 consecutive months are eligible for the City's Mortgage Subsidy Program that offers a loan up to \$50,000 or 20% of a home purchase price, whichever is less. The loan is deferred until the employee retires or leaves city employment. Other criteria apply.

**TIER 2 INSURANCE:** Health Insurance for represented employees hired by the City on or after February 19, 2019 - City contributions for Tier 2 employees shall be limited to the Silver PPO medical plan for employee, spouse and/or children at the contribution levels below.

Employee only, can elect a different plan but will pay the difference. There shall be no city contribution towards spouse and/or children on any other plan than the Silver PPO.

	Gold PPO	HDHP-10%	Employer Paid Silver PPO
EE Only	Silver PPO Premium	Rate for EE Only	100%
EE + 1	\$0	\$0	\$1,324.74
EE + Family	\$0	\$0	\$1,646.84
			<b>Employee Paid Silver PPO</b>
Employee Only			\$ 0
Employee + 1			\$471.26
Employee + Family			\$685.16

**RETIREMENT:** PERS - 2%@55 for Classic Members and 2%@62 for New Members.

**APPLICATION PACKETS:** Click on links or go to [www.cityoforville.org](http://www.cityoforville.org) under Jobs.

**To participate in the recruitment process, please return the completed application, resume, and contact information for three (3) professional references to the above address. This position will remain open until filled.** You may email your application, resume, and reference information to [hr@cityoforville.org](mailto:hr@cityoforville.org), if the application has the applicant's original signature.

Your application packet will be reviewed upon submission, and you will be notified via email or a phone call if you are invited to the oral board interview for the position of Municipal Law Enforcement Officer with the Oroville Police Department.

**EVALUATION/SELECTION:**

Applications will be reviewed and evaluated. The most qualified applicants will be chosen for interviews. Written notification will be given to all applicants regarding their status.

The selection process may contain all or some of the following elements:

- \*Written Examination
- \*Oral Board Interview
- \*Final Interview
- \*Background Investigation
- \*Polygraph or Voice Stress Analyzer
- \*Pre-Employment Physical - After a conditional offer of employment, a complete physical/drug screen will be conducted by the City's Physician, at the City's cost.

**\*\*The City of Oroville is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, or sex. If you require accommodation in the recruitment process, please contact the Personnel Office at (530) 538-2407.**