



# City of Oroville

**MEGAN WILLIAMS**  
HUMAN RESOURCE ANALYST  
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## OFFICE OF HUMAN RESOURCES

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### **POLICE DISPATCHER** (PUBLIC SAFETY COMMUNICATION SPECIALIST) **LATERAL/ENTRY**

**POSITION DEFINITION:** Receives, processes, and transmits emergency and non-emergency calls, information requests, and messages in support of police, fire, rescue operations and other agencies.

**TYPICAL DUTIES:** Receives and processes inquiries, complaints, information and emergency calls from the public, including those received through TDD and 911; dispatches routine and emergency radio calls to appropriate City police, fire, and rescue personnel/units and other jurisdiction; determines proper jurisdiction, personnel, and/or equipment to be dispatched; operates radio communication and computer equipment in receiving and transmitting information requests to/from field patrol personnel regarding vehicle registration, driving records, warrants, criminal records, stolen property, and other police related matters; monitors security alarm panels and dispatches appropriate personnel/equipment as required; performs a variety of responsible clerical and record keeping support duties in conjunction with assigned dispatching and other office operations. (NOTE: This is only an illustration of job duties; a full detailed job description is available by clicking on the title.)

#### **MINIMUM REQUIREMENTS:**

- \*High School Diploma or GED
- \*One year of experience in a position involving significant public contact
- \*Valid California Driver License
- \*Dispatching experience is desirable

#### **SALARY AND BENEFITS:**

**ANNUAL SALARY: \$48,144.00 - \$64,517.00**

**VACATION:** 80 hours per year initially

**SICK LEAVE:** 96 hours per year

**HOLIDAYS:** 13 per year

**RETIREE MEDICAL:** 100% of the lowest cost plan for employee only after 20 years of Service and at least 5 years past CalPERS retirement age up to Medicare age.

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

**LONGEVITY PAY:** \$150/Yr. for 15-19 years of service and \$300/Yr. for 20+ years of service.

**OUT-OF-CLASS PAY:** 5% out of class pay for Dispatch Trainer.

**BI-LINGUAL PAY:** \$200/Mo.

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

**EDUCATIONAL INCENTIVE:** \$125/Mo. for an A.A. or A.S. degree or equivalent or \$250/Mo. for a B.A. or B.S. degree.

**BEREAVEMENT LEAVE:** Up to 40 hours.

**HOUSING LOAN PROGRAM:** City will loan an employee, who has been with the city at Least 24-months, up to \$50,000 or 20% of the purchase price, whichever is less, with 3% simple interest, to purchase a home within the city limits of Oroville. The loan shall be deferred for the length of the borrower's employment with the city.

**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.

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	<b>Gold PPO</b>	<b>HDHP-10%</b>	<b>Employer Paid</b>
	<b>Silver PPO Premium</b>	<b>Rate for EE Only</b>	<b>Silver PPO</b>
<b>EE Only</b>			<b>100%</b>
<b>EE + 1</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,399.74</b>
<b>EE + Family</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,776.84</b>
			<b>Currently in Negotiations</b>
			<b>Employee Paid</b>
			<b>Silver PPO</b>
<b>Employee Only</b>			<b>\$ 0</b>
<b>Employee + 1</b>			<b>\$396.26</b>
<b>Employee + Family</b>			<b>\$565.16</b>

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

**RETIREE MEDICAL:** 100% Retiree medical for employee only on lowest medical plan, until Medicare eligible age, after 25 years of service or 20 years of service and at least 5 years past CalPERS retirement age. Lower levels at 75% and 50% are also available.

**APPLICATION PACKETS:** Click on links.

**To apply for this position please return completed application, resume and contact information for three (3) professional references to the above address no later than 5pm, on Tuesday November 26, 2024.** You may email your application,

resume, and reference information to [hr@cityoforoville.org](mailto:hr@cityoforoville.org), if the application has the applicant's original signature.

Following review of your application packet, you will be notified, by email or a phone call, whether you will be invited to take the POST written examination for this position. If you have already taken the POST Dispatcher Examination, please submit proof with your application packet.

### **EVALUATION/SELECTION:**

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. Medical disability verification may be required prior to accommodation.**