



CITY OF TORRANCE
invites applications for the position of:

POLICE OPERATIONS SUPERVISOR (RECORDS)

SALARY:

\$4,785.73 - \$6,108.27 Monthly

OPENING DATE: 03/28/18

CLOSING DATE: Continuous

DESCRIPTION:

WE STRONGLY ENCOURAGE APPLICANTS TO READ THE JOB ANNOUNCEMENT IN ITS ENTIRETY BEFORE SUBMITTING AN APPLICATION FOR THIS POSITION.

The Torrance Police Department is seeking an individual with strong leadership skills to fill a Police Operations Supervisor vacancy in the Records Division!

The Torrance Police Department's Records Division prides itself as an organization that is committed to delivering business outcomes and services through teamwork, collaborative relationships, accountability, strong work ethics, and integrity.

In partnership with the Police Records Administrator, this position plans, directs and supervises the operations of the Records Division. This section is staffed with two supervisors and 17 Records Technicians. The City of Torrance is seeking someone who is results driven and takes pride in goal accomplishment. As such, the successful incumbent will have demonstrated the ability to develop a productive workforce, coach staff in skill development, resolve conflicts, and manage and coordinate projects across departments.

The primary responsibilities & priorities for the Supervisor are:

- Organizes, plans, and oversees the day-to-day operations of an assigned section;
- Supervises staff; including instructing, assigning, planning and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees, implementing employee discipline, providing training, advice and assistance as needed;
- Implements and maintains operational procedures consistent with established practices and Government/(Compensation & Benefits continued on back page) Penal Code requirements;
- Determines section training needs, develops, implements and coordinates training programs for assigned personnel and oversees training of new staff;
- Institutes procedures to ensure accuracy; modifies or recommends modifications to systems or processes to improve accuracy and efficiency;
- Receives and responds to difficult customer service inquiries and complaints;
- Acts as a liaison to other law enforcement agencies regarding section related responsibilities; and keeps superiors informed of events that may have an impact on the department or City;

- Supervises the daily operation of the Records Division relative to coding, data entry, maintenance, retrieval, purging, sealing, scanning and storing of police records and reports such as crime, arrest, and accident reports;
- Makes recommendations for recordkeeping policies, procedures and systems to improve operations and ensure compliance with new and existing laws;
- Trains staff on proper systems and procedures to ensure compliance with laws, court decisions, rules and regulations relating to the use and confidentiality of police records;
- Approves release or inspection of police reports and monitors collection of fees at public counter;
- Compiles or verifies statistical information/reports generated from computerized system;
- Complies with court orders for subpoenaed records; and
- Tests and monitors automated recordkeeping programs to ensure accuracy.

Hours:

The standard work schedule for the Records unit is a 4/10 work schedule.

This position may involve rotating shifts and assignments, including weekends and holidays.

For a detailed job description, [click here](#).

MINIMUM QUALIFICATIONS:

Education and Experience

Any combination of education and experience that provides the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Graduation from high school or possession of a GED Certificate; and three years of increasingly responsible experience in a law enforcement environment in the specific area of assignment.

One year of supervisory or lead work experience is preferred.

An Associate Degree or sixty (60) or more college units from an accredited college or university with major coursework in criminal justice, public or business administration, political science, or closely related field, ***is desirable***.

License and/or Certificates

- A valid California Motor Vehicle Operator's License (Class C) of the appropriate class or grade.

Within one (1) year of appointment the incumbent must complete the following courses:

- A basic supervisory course;
- POST Records Supervisor course;
- Public Records Act course;
- CLETS Basic course; and
- CLETS Train the Trainer course.

Professional Attributes

A successful candidate possesses the following attributes:

- Proactive & Solution-Oriented;
- Experienced in a law enforcement environment and familiar with the structure, values, policies, and rules;
- Knowledgeable in current supervision principles, practices, and techniques.
- Effective written and oral communication skills
- Outstanding interpersonal skills; and

- Ability to resolve conflict amongst staff.

HOW TO APPLY & EXAM PROCESS:

Interested candidates must submit an online application and supplemental questionnaire at www.TorranceCA.Gov/Jobs. Applications are being accepted on a continuous basis.

Only those candidates who best meet the City and Department's needs will be invited to participate in the examination process, which will consist of the following components:

Supervisory Written Exam: 30% (Tentatively scheduled on April 24, 2018)

Oral Exam: 70% (Tentatively scheduled on May 17, 2018)

Examinations will be conducted on a periodic basis depending on the needs of the City and the number of applicants.

Candidates must pass each component of the exam process, as well as a thorough background investigation to be considered for hire. The background investigation will include job and personal references, arrest records, credit history, use of controlled substances, medical and psychological evaluations, drug and alcohol screening and a polygraph.

SPECIAL NOTES:

Applicants with disabilities who require special testing arrangements **must** contact Human Resources. If you have a disability for which you require an accommodation, please contact us at (310) 618-2915 no later than five (5) business days before the test date.

As a condition of employment, candidates must pass a background check and a pre-employment medical examination.

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked without notice.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.TorranceCA.Gov/Jobs>

Job #180321124
POLICE OPERATIONS SUPERVISOR (RECORDS)
JD

3231 Torrance Blvd.
Torrance, CA 90503
310-618-2915

jobinfo@TorranceCA.Gov

POLICE OPERATIONS SUPERVISOR (RECORDS) Supplemental Questionnaire

- * 1. Do you possess and maintain a current and valid California driver's license (Class C)?
 Yes No
- * 2. Are you willing and available to work all rotating shifts and assignments, including weekends and holidays?
 Yes No
- * 3. Which of the following best represents the highest level of education you have earned?

POLICE OPERATIONS SUPERVISOR (RECORDS) Supplemental Questionnaire

- No college
 - Some college
 - Associate's degree
 - Bachelor's degree
 - Master's degree or above
- * 4. Have you completed sixty (60) or more college units from an accredited college or university with major coursework in criminal justice, public or business administration, political science or a closely related field?
- Yes No
- * 5. How many years of increasingly responsible experience do you have in a law enforcement environment?
- None
 Less than 1 year
 1 - 2 years
 3 years or more
- * 6. How many years of supervisory or lead work experience do you possess?
- None
 Less than 1 year
 1 -2 years
 3 years or more
- * 7. Please describe your supervisory or lead work experience, specifically in a law enforcement environment. If no experience, type N/A.
- * 8. Please describe how you organize your work to ensure you meet deadlines and changing work demands.
- * 9. What is your management style and what are some of the things you have done, or will do, to establish and maintain effective working relationships with your employees, management and other entities? In your response, include your experience with handling employee discipline. If no experience, please type N/A.
- * 10. Do you possess and maintain a Basic Supervisory Course certificate?
- Yes No
- * 11. Please describe your work experience in a records environment. Provide examples of supervising daily operations in a records unit including procedures and systems implemented to improve operations and ensure compliance with new and existing laws. If no experience, type N/A.
- * 12. Please indicate which of the following course(s) you have completed. Select all that apply.

POLICE OPERATIONS SUPERVISOR (RECORDS) Supplemental Questionnaire

- None
- POST Records Clerk course
- POST Records Supervisor course
- Public Records Act course
- CLETS Basic course
- Full or less than full CLETS access course
- CLETS Train and Trainer course
- POST Certified Records Supervisor certificate

* 13. Please describe in detail your knowledge of records management best practices. If no experience, please type N/A.

* Required Question