

CITY OF SANTA BARBARA EMPLOYMENT OPPORTUNITY



HARBOR PATROL OFFICER

\$79,654 – \$96,821 Annually

THE POSITION

Patrols the waterfront area by boat, vehicle and foot to ensure safety of personnel and property. Monitors radios and responds to emergency situations, including but not limited to fire, medical, law enforcement, lifesaving and disabled vessel rescue calls in the Harbor area. Conducts routine inspections of vessels, moorings and dock lines; removes navigational hazards and illegally docked boats. Safely operates and navigates patrol boats in harbor and coastal waterways and locates and assists disabled boats and passengers. Tactfully communicates information, including harbor policies, rules and regulations to the public. Prepares watch logs and incident reports to document shift activities, and completes other special reports as assigned. Operates multi-channel radios, cash drawer, computer, and miscellaneous office equipment. Calculates, receives and records payments for harbor services. Provides exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment. Performs related duties and responsibilities as required.

EMPLOYMENT STANDARDS

Knowledge of: Boat handling, piloting and navigational rules of the road; boat engine and troubleshooting procedures; pertinent Federal, State, and local laws, codes, policies, and procedures; basic math to calculate fees and receive payments; and modern office procedures, methods, and computer equipment.

Skill in: Vessel operations; enforcing laws, rules and regulations; emergency medical response; and communicating with the public.

Ability to: Tactfully communicate and enforce rules and regulations; make decisions in emergency situations; work without supervisors present; evaluate marine conditions, read weather instruments and basic navigational instruments such as compass, charts, chart plotter, fathometer, GPS, RDF, and radar; operate fireboats and related pumps; tow disabled vessels; communicate clearly and concisely, both orally and in writing, including documenting shift activities in written reports; understand and follow oral and written instructions; swim in the ocean to rescue the public; complete the entire series of Division of Boating and Waterways sponsored classes including Basic Maritime Officer's Course, Boating Under the Influence, Marine Firefighting, Rescue Boat Operations and Boating Accident Investigation ; complete Officer Safety and Field Tactics at California Specialized Training Institute. Ability to swim 300 meters demonstrating four basic strokes, within 10 minutes and successfully pass a dive recovery exercise.

Citizenship: Must be a citizen of the United States at time of appointment, OR a permanent resident alien who has applied for and will obtain citizenship within three (3) years of this application for employment.

Age: Applicants must be 21 years of age at time of appointment.

License or Certificate Requirements: Must possess at time of appointment:

- a valid California Driver's License
- a valid U.S. Coast Guard Master or Operator of Uninspected Passenger Vessel (OUPV) license
- Peace Officer's Training (P.C. 832) certificate, including 24-hour firearms course
- Emergency Medical Technician Certificate. CPR/AED Certificate

Incumbent must possess, pass or obtain within the first year of employment the following:

- Red Cross Lifeguard Certificate or USLA Lifeguard Certificate

SELECTION PROCESS

The selection process may consist of the following: Written Exam, Swim Test, Boat Test, Oral Board Exam/ Department Interview, Comprehensive Medical Exam, Controlled Substances Screening, Psychological Evaluation, Polygraph Examination, Background Investigation, and Criminal History Check.

It is important that your application and supplemental questionnaire show all the relevant education, training, experience, knowledge, abilities, and skills you possess that qualify you for this position. Applications and supplemental questionnaires may be rejected if incomplete.

FILING DEADLINE

CITY APPLICATION AND RESPONSES TO THE SUPPLEMENTAL QUESTIONNAIRE MUST BE RECEIVED BY 5:00 P.M. ON FRIDAY, MAY 26, 2017.

#01237 GR/rs 04/10/17

AN EQUAL OPPORTUNITY EMPLOYER

CITY OF SANTA BARBARA - HUMAN RESOURCES DIVISION • www.santabarbaraca.gov
735 ANACAPA STREET • P.O. BOX 1990 • SANTA BARBARA, CA 93102 • (805) 564-5316



EMPLOYMENT INFORMATION
TAP EMPLOYEES
(CLASSIFIED)

A PROBATIONARY PERIOD of one year must be satisfactorily completed for all **Classified** positions. The probationary period is regarded as a continuation of the testing process, during which time an employee may be rejected at any time without cause and without the right of appeal to the Civil Service Commission. An employee who changes from full-time status to part-time becomes an Unclassified / At-Will employee.

APPLICATIONS must show clearly that the employment standards listed on the front of this bulletin are satisfied. Information provided is subject to verification. Please apply online at www.santabarbaraca.gov/jobs.

EQUAL OPPORTUNITY is an established City policy, encouraging applications from all qualified candidates without regard to, age (over 40), ancestry, color, mental or physical disability including HIV and AIDS, gender identity and expression, marital status, medical condition (cancer or genetic characteristics), national origin, race, religious belief, sex (including pregnancy/childbirth), sexual orientation, political affiliation, or union membership.

AMERICANS WITH DISABILITIES ACT (ADA) AND CALIFORNIA FAIR EMPLOYMENT & HOUSING ACT (FEHA). Applicants with a disability who require special testing arrangements should contact Human Resources.

EMPLOYMENT REQUIREMENTS include satisfactory completion of reference checks, fingerprinting, and a police record check. Designated positions may require a City-paid medical exam by a City-designated physician based upon job-related physical standards, a psychological evaluation, polygraph test, background investigation, and drug screening.

SALARY AND BENEFIT INFORMATION

Note: Salary and benefits are subject to change

THE SALARY RANGE consists of five steps, each representing an increase of approximately five percent. **STEP INCREASES**, through the top salary step, are tied to job performance with annual performance reviews. Employees receive annual performance reviews.

THE FOLLOWING BENEFITS may vary and are subject to collective bargaining:

Note: Part-time employees receive pro-rated benefits, e.g., 50%, 60%, etc.

- The City is a member of the **Coastal Housing Partnership**, which offers home loan assistance and rental reductions.
- **9/80**-Standard Citywide 9/80 work schedule with closures on alternate Fridays.
- **Flexwork/Telecommuting** is available.
- **Bilingual pay** may be available at a rate of \$64 / pay period.
- **Vacation** is accrued at 80 hours / year, increasing with City service.
- **Personal leave** (32 hours) is provided each July 1st at the start of the fiscal year (pro-rated the first year).
- **Sick leave** is accrued at the rate of 96 hours / year.
- **Holidays**: 9 holidays (72 hours) are observed / year. Shift employees accrue an additional 2.77 hours / pay period in lieu of observing the actual holiday.
- **Retirement**: PERS Miscellaneous formula: "Classic" members: 2.7% @ 55; employee contributes 9.526% of salary. "New" members: 2% @ 62; employee contributes 6.75% of salary. The City does not participate in Social Security.
- **Insurance** including medical, dental, and vision benefits is available under a group plan. The City pays a monthly maximum of \$1009.43 towards medical, \$76.00 towards dental, and \$9.26 towards vision.
- Employees who opt-out of the group insurance coverage may be eligible for a **cash pay-out** of up to \$313.74 / month.
- **Life Insurance**: City-paid term life insurance (\$50,000) is provided.
- **Employee Assistance Program**: A City-paid EAP is available for employees and members of their households.
- **Long-term Disability Insurance** is provided.
- **State Disability Insurance** (SDI) is provided. Employee pays 1.1% of salary (pre-tax).
- **Deferred Compensation Savings Plans** (457) are available to employees through a deferred compensation program.
- **A Uniform Allowance or uniforms** will be provided by the City.
- Employee must pay an amount equal to 1.45% of salary toward **Medicare**. An equal amount is paid by the City.

UNION AGENCY SHOP

This classification is represented by Service Employees International Union (SEIU), Local 620, which has an agency shop agreement with the City of Santa Barbara in its Memorandum of Understanding. As a result, each employee in the Unit shall be required to: 1) join the union and pay full union dues, 2) not join the union and pay the agency shop fee, or 3) pay the agency shop fee to a charity if a member of religious organization which forbids union membership.

IMMIGRATION REFORM & CONTROL ACT

In compliance with the Immigration Reform & Control Act of 1986, if you are selected for employment with the City of Santa Barbara, you will be required to provide proof of identity and work eligibility within three business days from your hire date.



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**ACKNOWLEDGEMENT
OF
HARBOR PATROL OFFICER
APPLICANT STANDARDS/REASONS FOR REJECTION**

According to the Commission of Peace Officers Standards and Training Manuals, and the City of Santa Barbara Municipal Code, the following list identifies some of the more common potential reasons for rejection. Please read the list carefully. It is designed to assist you in understanding and assessing the requirements for the position. You may call the Human Resources office at (805) 564-5316, if you have any questions.

PEACE OFFICER CITIZENSHIP REQUIREMENT: *Please check the box that applies to you.*

- I am a citizen of the United States.
- I am a permanent resident alien who has applied for and will obtain U.S. citizenship within three years of the filing of this application.

REASONS FOR REJECTION:

1. Conviction of any felony.
2. Conviction of any sex crime.
3. Conviction of larceny (Section 484 PC).
4. Conviction of or involvement in any other crime, whether adult or juvenile, the nature of which would impair the usefulness of the applicant or cause embarrassment to the City of Santa Barbara.
5. Use of marijuana, narcotics, or other habit-forming drugs (other than prescribed) within the last year will disqualify. Any prior use or abuse of previously listed substances may disqualify. Failure to reveal prior use will disqualify.
6. Failure to possess a valid driver's license issued by the State of California; willful disregard of traffic rules and regulations; any grounds for which a driver's license might be refused.
7. An unsatisfactory employment record, discourteous, disloyal, indecisive, undependable, uncooperative, lacking in capacity to work, insubordinate, disobedient, lacking in initiative and judgment, lacking proper work habits and industry, emotionally unstable, unable to accept responsibility, unable to get along well with others, intemperance.
8. Does not have well balanced credit.
9. Poor community and neighborhood reputation.
10. Falsification of any required application or report.
11. Failure to have a high school diploma, GED Certificate, or equivalent.
12. Personality disorders.
13. Does not meet physical standards.
14. Failure to pass controlled substances screening.

REFERENCES:

1. California Commission on Peace Officers Standards and Training (POST) - Background Investigation Manual.
2. P.O.S.T. Administration Manual.
3. City of Santa Barbara Municipal Code.

ACKNOWLEDGEMENT: *Read the following statements and sign below:*

I understand that as part of the qualifying process for Harbor Patrol Officer, I will have a psychological evaluation, a polygraph, a physical examination including controlled substances screening, and a thorough background investigation. I will also be required to complete a detailed personal history statement. Any falsification of information or failure to meet the standards listed above will result in my disqualification.

I acknowledge that I have read and understand the APPLICANT STANDARDS/REASONS FOR REJECTION listed above.

PRINT NAME: _____ SIGNATURE: _____ DATE: _____

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