



# CITY OF CHICO

INVITES APPLICATIONS FOR:

## Public Safety Dispatcher I/II

**SALARY RANGE:** \$2,889 to \$4,269 per month (plus 3%-6% differential for identified shifts)

**CLOSING DATE:** CONTINUOUS RECRUITMENT, UNTIL FURTHER NOTICE

- Postmark/faxed applications are not accepted. All applications must be signed.
- This recruitment will be used to establish a list to fill current and future vacancies, for the next six months.

### THE POSITION

The work shift for this position covers 24 hours per day, seven days per week, including holidays. Applicants must be prepared to work a variety of shifts.

**PSD I:** Under supervision, to receive training and to operate public safety dispatching equipment; to perform assigned clerical work relating to public safety records and operations; and to perform related work as required.

**PSD II:** Under general supervision, to operate public safety dispatching equipment; to perform assigned clerical work relating to public safety records and operations; act as a lead worker and provide training and task supervision to others; and to perform related work as required.

### EXPERIENCE AND/OR EDUCATION

**PSD I:** High school graduation or equivalent supplemented by one year of experience in clerical or public safety dispatching. Experience in dealing with difficult or distressed individuals is desirable.

**PSD II:** High school graduation or equivalent supplemented by Peace Officer Standards and Training (POST) Basic Public Safety Dispatcher certificate and a minimum of two years experience at a level equivalent to City of Chico Public Safety Dispatcher I, and successful completion of the City of Chico Dispatch Training program.

### TESTING

The City of Chico recognizes the POST Entry-Level Dispatcher Selection Test Battery. Applicants desiring to waive the written examination are required to submit proof of a **valid and recent** (issued within one year) T-score of 47 or higher. Applicants will be exempt from the required written exam if they currently possess a POST Basic Public Safety Dispatcher certificate and have at least 18 months dispatch experience.

“CRITICALL” will assess candidates’ ability to reason, multi-task, follow directions, and apply common sense to situations; it is a validated program used by many agencies in and outside of California. Candidates exempt from the written examination will also be exempt from CRITICALL.

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**All applicants are encouraged to review the detailed job description for this position, available at:**

**[http://www.ci.chico.ca.us/human\\_resources\\_and\\_risk\\_management/job\\_descriptions/job\\_descriptions.asp](http://www.ci.chico.ca.us/human_resources_and_risk_management/job_descriptions/job_descriptions.asp)**

**and apply only if they clearly meet the Experience and/or Education.**

AN EQUAL OPPORTUNITY EMPLOYER

*The City of Chico supports workforce diversity. Women, minorities, and persons with disabilities are encouraged to apply. The City of Chico will consider individuals with disabilities based on their qualifications to perform the essential functions of the position for which they are applying and will provide reasonable accommodation in the application and testing process. If you require accommodation in the testing process, please notify the Human Resources & Risk Management Office so appropriate alternative testing arrangements can be made.*

**APPLICANT INSTRUCTIONS/INFORMATION – A COMPLETE APPLICATION PACKET MUST INCLUDE:**

- City of Chico Application for Employment
- POST Dispatcher T-score (if available)
- Transcripts (if applicable)
- Resume
- POST Dispatcher Basic Cert. (if available)
- Typing Certificate – Net 45 WPM

**It is the responsibility of the applicant to ensure applications are received by the City of Chico HR Office.**

Applicants are strongly encouraged to apply online, via [www.CalOpps.org](http://www.CalOpps.org).

Hard-copy application forms may be obtained from and returned to:

**CITY OF CHICO HUMAN RESOURCES AND RISK MANAGEMENT OFFICE**

Physical Address: 411 Main Street, Chico CA 95928

Mailing Address: P.O. Box 3420, Chico CA 95927

Phone: (530) 879-7900

JobLine: (530) 879-7999

[www.ci.chico.ca.us](http://www.ci.chico.ca.us)

**CITY OF CHICO APPLICATION FOR EMPLOYMENT:** Application forms must be filled out completely and signed; please do not include “refer to resume” on the application. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position.

**RESIDENCE REQUIREMENTS:** There is no residence requirement. Certain positions may require the employee to reside within a certain distance – this information will be stated on the job description.

**TRAVEL AND RECRUITMENT RELATED EXPENSES:** The City of Chico does not reimburse applicants for any travel or expenses in connection with applying for employment, unless authorized by the City Manager.

**PRE-EMPLOYMENT PROCESSING:** Applicants may be required to pass fingerprinting and a medical examination as a condition of employment or promotion. Medical exams may include a fitness exam, psychological exam, and a drug and alcohol screening, depending on the position. E-verify is used to determine candidate eligibility to work in the United States.

**ADDITIONAL REQUIREMENT:** Possession of, or ability to obtain, an appropriate valid California Driver License by the time of appointment – if required by job description.

**DEGREE OR CERTIFICATIONS:** Copies of all required degrees and/or certifications, as outlined in the job description, must be provided at the time of application. Typing certificates must have been issued within one year and the net speed must match the “Typing Certificate” requirement listed in the application packet requirement above. Net speed is calculated by subtracting the number of errors from the gross WPM.

**Internet generated typing certifications are not accepted. Please include copies of all required educational degrees beyond high school and special requirement documents such as certificates, licensures, etc. in your job application packet.**

**SELECTION PROCESS:** Following the closing date, applications will be screened against the criteria outlined in the job description and this announcement. Qualified candidates will be scheduled for the POST Dispatcher written exam, and the top twenty scoring applicants will then be evaluated through the “CRITICAL” system and invited to interview.

**SUMMARY OF EMPLOYEE BENEFITS**

Benefits are subject to negotiations with employee organizations and may vary with individual bargaining units. Standard benefits, covering all units, are listed below:

- **Medical, dental, and vision insurance**
- **CalPERS Retirement**  
Misc. – Classic 3% at 60, New: 2% at 62  
Safety – Classic 3% at 50, New: 2.7 at 57
- **12 paid holidays (11 City holidays, 1 floating)**
- **Deferred Compensation**
- **Vacation and sick accruals**
- **Life, voluntary life, and long-term/short-term disability insurance**