



**CITY OF FORTUNA  
EMPLOYMENT OPPORTUNITY  
for  
POLICE OFFICER TRAINEE  
Full-time, with benefits.**

<b>SALARY:</b>	<b>\$16.42 - \$19.98 per hour</b>
<b>APPLICATION:</b>	<b>Submit Resume and Required Application Form to: Attention: Human Resources City of Fortuna 621 11th Street, P. O. Box 545 Fortuna, CA 95540</b>
<b>FINAL FILING DATE:</b>	<b>Open until filled</b>

*The purpose of this job description is to define the general character and scope of responsibilities for persons occupying this job classification. It is not intended to describe or list every duty or task for this classification.*

**DEFINITION/POSITION:**

To attend and successfully complete a Peace Officer Standards and Training (POST) approved Basic Police Academy. May assist the department personnel in a variety of field and office law enforcement activities.

**DISTINGUISHING CHARACTERISTICS:**

Police Officer Trainee is a full time, trainee position which may lead to a position as a Police Officer with the City of Fortuna. Incumbent must successfully complete a POST approved Basic Police Academy before being considered for a position as a Police Officer. Work is typically performed in a training environment in a variety of emergency and non-emergency situations which may involve exposure to potential personal danger. Some moderate to heavy physical labor and activity may be needed in certain situations. Outdoor work may include inclement weather. Assignments are occasionally performed in unpleasant or risky conditions. In addition to other City requirements, any offer of employment for a Police Officer Trainee is conditional upon the candidate's successful completion of a background check, polygraph examination and extensive psychological testing.

**SPECIAL CHARACTERISTICS:**

- This position is classified as FLSA non-exempt.
- This position is represented by the Fortuna Police Employees Association (FPEA).

**EXAMPLES OF DUTIES:**

Participates as a student in a law enforcement training academy approved by P.O.S.T.; and performs other related duties as assigned under the supervision of the Police Chief or designee.

**JOB REQUIREMENTS:**

- Maintain a valid California Driver's License throughout employment. Incumbent will participate in the DMV "Pull Program".
- Physical qualifications and fitness as may be prescribed by the City and/or P.O.S.T. Basic Academy standards.

**QUALIFICATIONS:**

Must have a valid California Driver's License with a safe driving history; must have graduated from a high school or possess a G.E.D. certificate. Must be willing to work overtime and on-call, and work rotating shifts which involve relief shifts, days, nights, weekends and holidays. Must possess a valid Basic P.O.S.T. Certificate or acquire within one year of employment as a Police Officer Trainee.

**KNOWLEDGE SKILLS AND ABILITIES:**

**Knowledge of:**

- Basic law enforcement terminology and concepts

**Ability to:**

- Successfully complete a P.O.S.T. approved Basic Police Academy
- Understand and follow written and oral instruction

**ESSENTIAL PHYSICAL ABILITIES:**

- *Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;*
- *Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form*
- *Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;*
- *Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;*
- *Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in their assigned work environment, including where applicable the operation of motorized vehicles and equipment.*

**EMPLOYEE BENEFITS**

<b>Salary</b>	Appointment is normally made at the first rate shown on the announcement. Eligibility for advancement will normally occur after one year. Thereafter employees are eligible for step increases annually.
<b>Retirement</b>	The City is a member of the Public Employees Retirement System (PERS). The City currently has 3 tiers of PERS retirement. The 1 <sup>st</sup> tier applies to members employed prior to March 1, 2012. The 2 <sup>nd</sup> tier applies to current employees hired after March 1, 2012 and previous (Classic) PERS members with a break in service of less than 6 months hired after January 1, 2013. The 3 <sup>rd</sup> tier is the State mandated retirement formula effective January 1, 2013, which applies to New PERS members and previous members with a break in service greater than 6 months. <b>Safety:</b> <u>Tier 2: PERS CLASSIC MEMBERS (3% at 55, 3 highest years)</u> - The current 9% employee contribution is paid by the employee. <u>Tier 3: NEW PERS MEMBERS or PREVIOUS PERS MEMBERS WITH A BREAK IN SERVICE OF 6 CALENDAR MONTHS OR GREATER (2.7% @ 57, 3 highest years)</u> – The 12% employee contribution is paid by the employee. For the 2.7% @ 57 formulas the employee contribution will change each fiscal year to be at least 50% of the normal cost rate as determined by PERS.
<b>Insurance:</b>	The City makes a substantial contribution towards medical, dental, optical and life insurance for employees and their families. Current medical coverage is through Anthem Blue Cross with a \$250 annual deductible (up to \$750 for family), and a \$25 copay. Vision insurance is through VSP and dental insurance is through Delta Dental. For FY 2018-2019, the maximum employee contribution for full coverage for employee only is \$81.16 per month, employee + 1 is \$140.12 per month, and employee + two (or more) is \$193.00 per month. A variety of supplemental insurance coverages are also available through AFLAC
<b>Assistance Program:</b>	This program is provided at no cost to employees and includes counseling for family matters and substance abuse, and assistance with legal and financial issues.
<b>Deferred Comp:</b>	ICMA, VALIC, and CalPERS deferred compensation plans are available to employees choosing to participate.
<b>Vacation:</b>	Two weeks after one year; three weeks after six years and four weeks after eleven years.
<b>Holidays:</b>	Twelve paid holidays annually.
<b>Sick Leave:</b>	Accrual at the rate of eight hours per month
<b>Other Benefits</b>	To encourage Employees to reside within 20 miles of Fortuna, a residency incentive is given to eligible <b>FPEA</b> employees. Children of City employees are eligible to participate in certain City-sponsored recreation activities at no cost while employee is at work, including public skating, Holiday Recreation Programs and the Summer Fun program.
<b>Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.</b>	

**EQUAL OPPORTUNITY**

The City of Fortuna's policy is to promote equal employment opportunity to all without regard to sex, age, race, color, religious creed, national origin, ancestry, political affiliation, marital status, disability, or other non-merit factors.

**REASONABLE ACCOMMODATION FOR THE DISABLED**

The City of Fortuna makes reasonable accommodation for the disabled. Individuals with disabilities requiring any accommodation in order to participate in the testing process, must inform the City Manager's Office of the City of Fortuna in writing no later than the final filing date as stated on the job announcement. Also, those applicants needing such accommodations may be required to document this request including an explanation as to the type and extent of accommodations, as well as documentation from a qualified authority of the requirements needed to participate in the selection process.

#### **IMMIGRATION LAW**

In accordance with the Immigration Reform Act of 1986, the City must verify once an employment offer has been made, that all persons have written proof of their right to work in the United States. Therefore, acceptable proof of right to work must be submitted prior to the start date.

#### **THE COMMUNITY**

Fortuna is a small rural community of just over 11,800 population, located 20 miles south of Eureka and 250 miles north of San Francisco. Eight miles inland from the Pacific Ocean and adjacent to the scenic Eel River, Fortuna is in the heart of the Redwoods offering quality rural living with outstanding outdoor recreation activity year around. The City has an excellent primary and secondary educational system; College of the Redwoods, a community college, is located 8 miles north and Humboldt State University is 30 miles north. Basic industries are timber, fishing and tourism with a growing service industry including a full-service hospital.

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