

Kim Raney

From: Castro, Robert <RCastro@GlendaleCA.GOV>
Sent: Wednesday, September 16, 2015 12:23 PM
To: Kim Raney; John.nue@redondo.org
Cc: sgonzalez@ci.azusa.ca.us; MMATSUDA@TorranceCA.gov
Subject: Captain Oral Interviews

Importance: High

Kim & John,

I will be having my first promotional process for Captain at Glendale and need to build an oral panel of trusted chiefs. Can you please sit on my panel on December 1st for the day. I also have Sam Gonzalez and Mark Matsuda scheduled to help out. Thank you in advance for your help on this critical step for me at Glendale. I will set up a conference call to speak you and give you my input before you come in and HR gets in the way.

Rob Castro, Chief of Police • City of Glendale Police Department
131 North Isabel Street. • Glendale, CA 91206 • (818) 937-8801 • rcastro@glendaleca.gov



Mike Johnson

From: Navarro, Anaid <ANavarro@GlendaleCA.GOV>
Sent: Monday, November 23, 2015 2:41 PM
To: Kim Raney
Cc: Quan, Russ; Debbie Quick
Subject: Rater Confirmation - Police Captain
Attachments: Police Captain.pdf; Parking Permit.doc

Importance: High

November 23, 2015

Kim Raney
Police Chief
Covina Police Department
444 N Citrus Avenue
Covina, CA 91723

Dear Chief Raney:

Thank you for agreeing to assist us in evaluating candidates for the position of **Police Captain**. A copy of the job posting is attached for your review.

The oral board examination will be held in the City of Glendale Human Resources Department, located at 613 E. Broadway, Room 100, on **Tuesday, December 1, 2015**. Please plan to arrive no later than **7:30am**. We anticipate finishing the examination by **6:00pm**. We will provide breakfast snacks and lunch for this process. Also, please dress in business attire.

Parking is available in the Civic Center multi-level parking structure on Wilson Avenue, just off of Glendale Avenue. Attached you will find a parking permit to place on the dashboard of your vehicle.

If you have any questions, or are in need of further information, please contact Russ Quan at (818) 572-7103. Again, thank you for your assistance and we look forward to seeing you.

Sincerely,

Anaid Navarro, Human Resources Technician • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 550-4493 • anavarro@glendaleca.gov





CITY OF GLENDALE
Human Resources Department
613 E. Broadway, Room 100
Glendale, CA 91206
<http://www.glendaleca.gov/>

**INVITES APPLICATIONS FOR THE POSITION OF:
Police Captain**

An Equal Opportunity Employer

SALARY: \$12,375.00 - \$15,331.00 Monthly

OPENING DATE: 10/19/15

CLOSING DATE: 10/30/15

FLSA STATUS: Exempt

EXAMINATION TYPE: Promotional Examination

PROBATIONARY PERIOD: One year

PERS/PARS CONTRIBUTION: The applicable retirement contribution (PERS/PARS) is deducted from the listed salary/wage for employee's retirement benefits.

THE POSITION

This administrative management classification has command of and responsibility for the personnel and equipment of a division within the Police Department.

Essential functions of the job include, but are not limited to, the following:

Directs, trains, inspects, counsels and supervises subordinate personnel.

Ensures enforcement of departmental rules, regulations and general orders.

Reviews and evaluates employees' job performance and recommends appropriate personnel action.

Coordinates the efforts of multiple work units to efficiently/cooperatively accomplish objectives.

Assists in disciplinary procedures in cases of censurable conduct.

Assists in the development of division/departmental plans, programs, policies and procedures to ensure public safety, good community relations, and efficient delivery of service to the public.

Coordinates activities in the preparation for prosecution of major crime cases.

May assist in the preparation and administration of the divisional or departmental budget.

May be assigned duties associated with division training, recruitment and hiring. May participate in internal investigations.

Consults and coordinates efforts with inter/intradepartmental work units and other components of the criminal justice system.

May apprehend suspects by driving safely at high speeds, pursuing suspects on foot, climbing over

obstacles, physically controlling suspects, utilizing self-defense and arrest control techniques, and utilizing firearms and other weapons under appropriate circumstances.

Serves as weekend duty officer as assigned. Conducts administrative inspections and investigations.

Participates and assists in the staff level activities of formulating policies and procedures of the division, establishes administrative controls, and coordinates inspections to ensure conformance.

Assists the Police Chief in the preparation and administration of the budget.

Measures and evaluates the effectiveness of the activities of assigned unit.

Coordinates the efforts of his/her assigned major unit toward the objectives and goals established by the Police Chief.

Oversees and administers contracts for which the Police Department is responsible.

In emergencies, makes notification to the Police Chief and assumes command.

May act for the Chief of Police in his/her absence.

Ensures Department services are provided with exceptional customer service and ethical standards.

Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

Performs other related duties as assigned or as the situation requires.

MINIMUM REQUIREMENTS

Knowledge, Skills & Abilities

Knowledge of:

Current public safety and investigative procedures.
Police codes, terminology, laws, ordinances, regulations and court decisions affecting law enforcement and public safety.
Police Department policies, procedures, responsibilities, rules and regulations.
Principles of management and supervision.

Skill in:

Applying common sense and logic in decision making.

Ability to:

Accomplish complex tasks through others.
Adapt quickly and appropriately to changing situations and roles.
Assume control at crime scenes, disasters or other appropriate situations.
Effectively communicate in English, both orally and in writing.
Effectively manage contracts for services overseen by the Police Department.
Effectively manage interpersonal conflict situations.
Effectively supervise subordinates.
Engage in foot and vehicular pursuits, climb walls and structures, arrest and control suspects.
Establish and maintain effective working relationships.
Exercise influential leadership and positive role-modeling.
Foster a work environment free of bias, harassment, or disparate treatment.
Maintain performance and self-control in adverse, stressful conditions.
Plan and organize for the most efficient use of available resources.
Provide clear work instructions.
Read, write and comprehend directions in English.

Review and evaluate employees' job performance.
Speak before groups of people and represent the Department with dignity and professionalism.
Use and comprehend automated information systems.
Use personal computers and related software.
Model and practice the highest standards of ethical conduct.
Provide exceptional customer service to those using the Police Department.

Other Characteristics

Willingness to:

Assume responsibility for maintaining a safe working environment.
Become active in community and civic affairs that enhance the goals and objectives of the Department's public service commitment.
Initiate, recommend and carry out personnel actions.
Work the necessary hours and times in order to accomplish goals, objectives and required tasks.

Experience

Two years experience as a current Glendale Police Lieutenant.

Education/Training

Bachelor's degree with major course work in Police Science, Public or Business Administration, or related field; Master's degree preferred.
Must possess, or be eligible and have applied for, the Management POST certificate.

License(s) / Certification(s)

Valid Class C California driver's license.

Residence

Within four months of employment, all employees of the Glendale Police Department are required to live within a radius of sixty contiguous land miles of the Glendale Civic Center.

Promotional Eligibility

Any City of Glendale employee who meets the minimum qualifications for this position, has completed probation or six months of City employment and is occupying a permanent full-time classification on file in the Human Resources Office. (Civil Service Rule VIII 4-E). Per Rule VIII, Section 4(G) of the Civil Service Rules, all conditions for eligibility must be satisfied no later than thirty (30) days after the final date of filing.

Note

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

SELECTION PROCESS

The examination will consist of an evaluation and an oral, with the evaluation as a qualifying step and the oral 100%. **The oral examination has tentatively been scheduled for December 1, 2015.** The oral examination interview panel will consist of law enforcement executives from outside organizations. All applications, resumes and submitted reference materials will be reviewed and evaluated and only the best-qualified candidates based on applicable experience will be invited to the oral examination. Any evaluation will be based on the candidate's education and experience as related to the position. Any examination will be to evaluate the candidate's education, experience, knowledge and skills for the position. The City of Glendale reserves the right to modify the above stated examination components and/or weights. Should this be necessary, the candidates will be notified of the specific examination components and weights prior to the administration of any examination. **TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED.** The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide documentation to establish both work authorization and identity.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.glendaleca.gov/>

Job #657-01
POLICE CAPTAIN

Police Captain Supplemental Questionnaire

- * 1. The position you are applying for is a promotional position and open for current City of Glendale employees only. Please enter your City of Glendale Employee ID Number.

- * 2. Do you possess a Bachelor's degree with major course work in Police Science, Public or Business Administration, or related field?
 Yes No

- * 3. Do you possess, or are you eligible and have applied for, the Management POST certificate?
 Yes No

- * 4. Do you possess two years of experience as a current Glendale Police Lieutenant?
 Yes No

- * Required Question