



Job Bulletin 102838 – 13/14

## Corporal

Time base – Full Time

*This recruitment will remain open until filled. For priority consideration, please complete on-line application by June 3, 2014. A review of applications will begin June 4, 2014 and the review period may end at any time thereafter.*

### **ABOUT THE CALIFORNIA MARITIME ACADEMY:**

Established in 1929, California Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, the campus serves a student population of approximately 1050 undergraduates and 50 graduates. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master's degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

### **MAJOR RESPONSIBILITIES:**

- Responsible for general law enforcement, patrol operations, and specialized work assignments performed by Police Officers, emphasizing community-policing.
- Guide, review and approve employee documentation of incidents, case investigations and shift activities.
- Direct traffic and enforce parking and traffic violations.
- Communicate clear and concise instructions.
- Guard university property, including vessel and facility security as needed for compliance with maritime security regulations (33 CFR parts 104 and 105).
- Identify potential hazardous areas or conditions throughout the University and recommend corrective action.
- Maintain crowd control during assemblies, special events, emergencies, and disturbances.
- Guard and transport cash funds.
- Respond to campus emergencies and disasters, including but not limited to: fire, earthquake, active shooter, and potentially violent civil unrest. Take a leadership role as appropriate and ensure that resources are effectively applied to minimize loss of life, injury, property damage, and risk/liability. Conduct follow-up investigations, documentations, and make notifications.
- Develop and recommend crime prevention and other educational presentations. Participate in community events that encourage the same.
- Assume command in the absence of superiors, responsible for leading a shift and providing direction to officers in the field.
- Perform the duties and responsibilities of a Field Training Officer effectively.
- Perform at least two special assignments on a regular, ongoing basis including but not limited to investigator/detective, crime prevention specialist and/or community relations specialist, range master, defensive tactics instructor, motorcycle patrol, special evidence technician, specialized training and leadership role in special reaction teams, critical response team member, emergency medical technician, and bicycle patrol. Participate in the development and training of other employees.

**SPECIAL REQUIREMENTS:**

- Successful completion of a physical agility test, oral interview, written examination, comprehensive background investigation, physical examination, psychological examination, and drug screening required. The Corporal must be able to obtain and maintain a Transportation Worker Identification Credential (TWIC) card in order to work aboard the training ship.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent.
- Graduation from a Peace Officer Standards and Training (P.O.S.T.) academy including obtaining a Basic Course Certificate.
- Two (2) or more years of law enforcement experience.
- Valid California Driver's License.
- Thorough knowledge of effective techniques and procedures related to assigned special assignments.
- Demonstrate ability to handle stressful situations, adapt to changes, accept criticism and feedback, and handle multiple tasks.
- Demonstrate ability to think and act decisively and effectively in emergencies and sensitive situations.
- Ability to exercise tact, courtesy, and good judgment in making decisions according to laws, regulations, policies, supervisory expectations, and in responding to others.
- Ability to take initiative in developing and improving skills; demonstrate dependability, integrity, good observations skills, and professional bearing; and possess credibility as a witness in a court of law.
- Demonstrate a willingness to confront problems and actively work to resolve conflict.
- Demonstrate ability to operate in an environment that requires discretion and confidentiality.
- Possess outstanding interpersonal skills and work well with others as a team.
- Demonstrate working knowledge of current criminal codes and laws.
- Demonstrate working knowledge of current law enforcement methods and investigative techniques and procedures.
- Demonstrate ability to provide effective leadership and direction to field personnel during assigned shifts.
- Ability to complete oral and written instructions effectively.
- Ability to communicate effectively with a diverse campus community.
- Ability to read, write, and orally communicate in a clear, concise and accurate manner.
- Demonstrate intermediate computer proficiency with diverse programs, including Microsoft Office Suite, Internet, and email software. Demonstrate ability to learn office technology systems.

**DESIRABLE QUALIFICATIONS:**

- Possess P.O.S.T. intermediate certificate or 3 or more years of law enforcement agency experience.
- Prior leadership position experience, including FTO, Corporal, or equivalent.
- Two or more years of active law enforcement experience in a college or university setting is preferred.
- AA degree or higher.
- Successfully complete additional training programs related to assignment, such as the P.O.S.T. FTO course, Investigations Course, and/or training related to special assignments within 1 year of appointment.

**SALARY:** \$4760 - \$5584 per month

**APPLICATION PROCESS:** Interested parties must submit the Cal Maritime Employment Application, cover letter and current resume. Apply on-line at <http://www.csum.edu/web/hr/careers>. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone.

**BENEFITS:** The California Maritime Academy offers a broad range of benefits for qualifying positions including medical, dental, vision, life and disability insurances, retirement (CalPERS), fee waiver, vacation and sick leave.

**ELIGIBILITY TO WORK:** Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

**Equal Opportunity Employer/Minorities/Females/Veterans/Individuals with a Disability**