



Job Bulletin 102841 – 13/14

Police Officer

Time base – Full Time

This recruitment will remain open until filled. For priority consideration, please complete on-line application by June 8, 2014. A review of applications will begin June 9, 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:

General Law Enforcement

- Protect students, faculty, staff, campus visitors, property, and facilities from accidents, bodily harm, fire, theft, vandalism, and illegal entry.
- Enforce laws, traffic, and parking regulations. Issue citations for violations within department jurisdictions.
- Apprehend violators, make arrests, and appear in court as required.
- Provide general information and assistance to the public.
- Assist in investigations, administrative assignments, projects, and other duties as assigned.

Patrol Operations

- Proactively patrol residence halls, campus buildings, and other facilities and grounds by foot, vehicle, or bicycle. Emphasize community-policing activities such as introducing oneself to others, casual conversation, joining in social events or games, inquiring about safety needs, and offering police assistance. Establish positive relationships with students, furthering their success.
- Maintain crowd control during assemblies, sporting events, emergencies, and disturbances.
- Guard property, including vessel screening & facility security as needed for compliance with maritime security regulations (33 CFR parts 104 and 105).
- Guard and transport cash funds.
- Investigate, gather evidence, and prepare reports on accidents, property damage, fires, law violations, thefts, and disturbances of the peace.
- Respond to campus disasters, including but not limited to: fire, earthquake, active shooter, and potentially violent civil unrest, taking a leadership role as appropriate, and ensuring that appropriate resources are effectively applied to minimize loss of life, injury, property damage, and risk/liability. Carry out follow-up investigation and documentation and make notifications as appropriate.
- Administer first aid to injured persons.
- Direct traffic and enforce traffic infractions.
- Enforce parking regulations.

SPECIAL REQUIREMENTS:

- Successful completion of a physical agility test, oral interview, written examination, comprehensive background investigation, physical examination, psychological examination, and drug screening required. Must be able to obtain/maintain a Transportation Worker Identification Credential (TWIC) card for work aboard our 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.
- Valid California Driver's License.
- Working knowledge of current criminal codes and laws.
- Working knowledge of investigation techniques and procedures.
- Working knowledge of current law enforcement methods and procedures.
- Ability to quickly learn and apply campus rules and regulations related to work performed.
- Ability to proactively identify, observe and investigate potentially hazardous conditions or activities.
- Ability to exercise tact, courtesy, alertness, and good judgment in making decisions according to laws, regulations, policies, and supervisory expectations and in responding others.
- Ability to operate in an environment that requires discretion and confidentiality.
- Demonstrate ability to think and act decisively and effectively in emergency and sensitive situations.
- Demonstrate a willingness to confront problems.
- Ability to take initiative in developing and improving skills; demonstrate dependability, integrity, good observations skills, and professional bearing; be able to enjoy working with people; and possess credibility as a witness in a court of law.
- Ability to communicate effectively with diverse student, faculty, staff, and community populations.
- Ability to work effectively both independently and as part of a team within the department, with a diverse campus community, and with members/agencies outside the CMA community.
- Ability to read, write, and orally communicate in a clear and concise manner.
- Ability to understand and carry out oral and written instructions.
- Ability to prepare concise and accurate reports.
- Possess intermediate computer proficiency with diverse programs, including Microsoft Office Suite, Internet, and email software.
- Ability to learn office technology systems

DESIRABLE QUALIFICATIONS:

- Prior law enforcement agency experience.
- Law enforcement experience in a college or university setting is preferred.
- Associates degree or higher.

SALARY: \$4325 - \$5078 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 or email.

BENEFITS: The California Maritime Academy offers a broad range of benefits for qualifying positions including medical, dental, vision, retirement, life and disability insurances, fee waiver, vacation and sick leave. Permanent status is obtained after the successful completion of a one-year probationary period. Additional stipend is available for a POST intermediate or advanced certificate.

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