Job Bulletin E14 – 13/14

POLICE OFFICER

Time base – Full Time

This recruitment will remain open until filled. For priority consideration, please complete on-line application by September 2, 2013. A review of applications will begin September 3, 2013 and the review period may end at any time thereafter.

ABOUT THE CALIFORNIA MARITIME ACADEMY:

The California Maritime Academy is a specialized campus of the California State University (CSU) system serving a student population of approximately 950. The campus, situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, currently offers baccalaureate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A Master of Science degree in three areas of Transportation and Engineering Management is offered.

MAJOR RESPONSIBILITIES:

- 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. Conduct investigations, administrative assignments, projects, and other duties as assigned.

- 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, thefts, and disturbances of the peace, and other law violations. 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.

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 Police Officer 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:

- Meet qualifications to work as a California Peace Officer, including the successful completion of a POST certified training program or equivalent prior to date of hire.
- Possess a valid California Driver's License and a satisfactory driving record.
- Possess a High School diploma or equivalent.
- Possess a minimum of 30 Units of College level education. An AA degree or higher is preferred.
- Demonstrate working knowledge of current criminal codes and laws.

- Demonstrate working knowledge of current law enforcement methods, investigation techniques, and procedures.
- Demonstrate ability to quickly learn and apply campus rules and regulations related to work performed.
- Identify, observe, and investigate potentially hazardous conditions or activities in a proactive manner.
- Exercise tact, courtesy, alertness, and good judgment in making decisions according to laws, regulations, policies, and supervisory expectations and in responding others.
- Demonstrate 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.
- 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.
- 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.
- Read, write, and orally communicate in a clear and concise manner.
- Understand and carry out oral and written instructions.
- Prepare concise and accurate reports.
- Possess intermediate computer proficiency with diverse programs, including Microsoft Office Suite, Internet, and email software.
- Possess ability to learn office technology systems

DESIRABLE QUALIFICATIONS:

- Prior POST basic certificate or law enforcement agency experience.
- Law enforcement experience in a college or university setting is preferred.

SALARY: $4430 - $4855 per month

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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, 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.

The California Maritime Academy is committed to a diverse work force
and is an equal opportunity employer.