



**CITY OF EL MONTE  
HUMAN RESOURCES DEPARTMENT  
Job Opportunity**



POSTING DATE: November 1, 2012 REVISED 10:20AM December 20, 2012

**EXAM NUMBER  
19-2012**

**LATERAL POLICE OFFICER  
(Open – Full Time)**

This position is in the City of El Monte Police Department and is represented by the El Monte Police Officers' Association (EMPOA) and is covered by the overtime provisions of the Fair Labor Standards Act (FLSA). Incumbents must be available to work holidays and weekends as well as day, night and graveyard shifts.

**FILING DATE**

**Open and Continuous. First Review date is Thursday, November 15, 2012.**

**SALARY**

\$5,220 - \$6,345 Per Month  
Range 270 of the City of El Monte Salary Schedule

**REQUIREMENTS**

Must possess a high school diploma or GED, currently working with one or more years of experience as a police officer in a law enforcement agency.

Must possess P.O.S.T. Basic Certificate (must be submitted with Application).

Must possess a valid California Class C Driver's License.

**ADDITIONAL  
REQUIREMENTS**

**Instructions for Completing your Application:** The acceptance of your application will depend on whether you have clearly shown that you meet the selection requirements. In the License or Certificate Section of your application, be sure to give Title of Registration, Number, Issue Date, Date of Expiration, and Name of Issuing Agency. **A copy of any/all of the above-listed required diplomas, degrees, and certificates must be attached to your Application. Proof of current driver's license will be required prior to any offer of employment.**

**EXAMINATION  
INFORMATION**

Oral Interview weighted 100%

**ELIGIBLE  
INFORMATION**

The names of candidates receiving a passing score in the examination will be placed in one (1) of three (3) Bands on the Eligibility List. The names will be placed in alphabetical order within each Band. The Eligibility List will be valid for a period of twelve (12) months from the date the List is posted.

**ESSENTIAL JOB  
FUNCTIONS**

Essential Duties include the following (other duties may be assigned):

- Patrols assigned areas by car and answers calls for assistance, including investigation of crimes, deaths; accidents and injuries;
- Enforces, controls and directs traffic when appropriate;
- Performs arrests for all criminal violations of law and testifies in court in connection with the prosecution of offenders;
- Submits complete and accurate reports on all cases investigated; and
- Participates in all normal shift activities as assigned including enforcing local and state laws, issuing citations, making arrests, administering first aid, and transporting prisoners.

**MINIMUM  
QUALIFICATIONS**

Ability To:

- Ability to evaluate a situation, make effective decisions under pressure and take appropriate action;
- Knowledge of laws, legal codes, court procedures and government regulations;
- To produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar;
- Work cooperatively, courteously with all segments of the public;
- Remain standing or sitting position for extended periods of time;
- Maintain moral integrity; and
- Work in a variety of weather conditions with exposure to the elements.

Knowledge Of:

- Use and operation of PC or compatible computer
- Use of Microsoft Word, Excel, and PowerPoint
- Intermediate ability to use database software

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees must be able to maintain physical condition necessary to perform the all functions of a police officer. Activities include, but are not limited to the following: sitting, walking, running, standing, stooping, crawling, crouching, climbing, jumping, lifting; maintaining concentration and being able to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is required to work in many diverse settings including, but not limited to, the following: office, outdoors, in vehicles, in roadways and open spaces.

**BENEFIT PLAN**

**If hired on or before December 31, 2012, benefit package includes:**

- CalPERS 3% at 50 years of age
- 1959 Fourth Level Survivors Benefits
- 4% retirement COLA maximum
- Pre-Retirement Optional Settlement 2 Death Benefit
- 9% employee contribution paid by the City of El Monte
- 80 - 160 vacation hours (annual allocation depends on number of years of qualified service transferred from previous agencies)
- 120 holiday hours
- 120 sick hours; 40 sick hours may be used for personal leave
- City contributes \$1,110.64 to health and life benefit plans

**If hired on or after January 1, 2013, benefit package includes:**

- CalPERS 2.7% at 57 years of age
- 1959 Fourth Level Survivors Benefits
- 4% retirement COLA maximum
- Pre-Retirement Optional Settlement 2 Death Benefit
- 9% employee contribution paid by the City of El Monte
- 80 - 160 vacation hours (annual allocation depends on number of years of qualified service transferred from previous agencies)
- 110 holiday hours
- 120 sick hours; 50 sick hours may be used for personal leave
- City contributes \$1,078.71 to health and life benefit cafeteria