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<td>Job Title</td>
<td>Police Services Supervisor 1</td>
<td>Personnel Program</td>
<td>PSS</td>
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<tr>
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<td>5037</td>
<td>FLSA</td>
<td>Exempt</td>
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<td>Tracking Code</td>
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<td>Generic Scope</td>
<td>Provides immediate supervision to a unit or group of operational or technical employees. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job. Supervises unit operations to ensure compliance with departmental or organizational policies, procedures, and defined internal controls. Ensures accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental standards and procedures.</td>
<td>Provides direct supervision typically to professionals or skilled technical employees. Functions as advisor to unit and administration. Analyzes and resolves problems, interprets policies (e.g., fiscal management, HR, contracts and grants, resource management in defined areas) and demonstrates solid subject matter knowledge. Exercises judgment within defined procedures and policies to determine appropriate action. Supervises staff to assure accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental goals and objectives.</td>
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<tr>
<td>Custom Scope</td>
<td>Provides direct supervision of one or multiple shifts of a unit for 24 hours a day, seven days a week operation. Receives predetermined work assignments that are subject to a moderate level of control and review. Directs subordinates to complete assignments using established guidelines, procedures, and policies. Works on issues of limited scope. Requires full knowledge of own area of functional responsibility. May serve as department's legal authority or custodian of records for processing / maintaining / sealing / purging communications or other functional records and files.</td>
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<tr>
<td>Key Resp 01</td>
<td>Directly supervises, trains, assigns, and evaluates a team of unit personnel on a daily basis. Delegates responsibilities and balances workloads as necessary to accomplish unit and department goals. Participates in the review and approves the work of unit personnel. Counsels unit personnel and makes progressive and / or appropriate corrective action recommendations when necessary. Recommends employees for commendation and discipline as appropriate.</td>
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<tr>
<td>Key Resp 02</td>
<td>Supervises and revises work methods and individual or group productivity targets to fulfill established unit goals in a manner consistent with the mission of the department and the campus. Determines work schedules and activities for the unit. Ensures unit compliance with applicable law, regulation and policy. Monitors work conditions and environments to ensure compliance with health and safety standards. Communicates and</td>
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<td>Key Resp 03</td>
<td>Coordinates efforts and new information or feedback within the chain of command and across department units.</td>
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<td>Key Resp 04</td>
<td>Assists the unit manager in the development of policy, budget and other planning for the unit. Participates in the recruiting and hiring process for new unit employees. Recommends new procedures, technologies or functions to improve unit efficiency and effectiveness. Procures and maintains unit equipment and supplies.</td>
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<td>Key Resp 05</td>
<td>Supervises the proper and efficient operation of the unit. May perform records oversight duties. Maintains and reviews logs, recordings, databases and other communications records. Ensures all records, including confidential items and electronic data, are securely handled, stored, accessed and released only in compliance with applicable law and policy. Provides related department-wide training as needed.</td>
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<tr>
<td>Key Resp 06</td>
<td>Compiles and analyzes statistics for departmental, campus, medical center reports or other purposes as assigned.</td>
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<td>Key Resp 07</td>
<td>During or in preparation for civil unrest or other significant police operations, supervises auxiliary operations or performs other assigned functions.</td>
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<tr>
<td>Key Resp 08</td>
<td>Supervises auxiliary functions which may include the campus and/or medical center's pre-employment fingerprint check function. Monitors cash handling, prepares deposits and responds to audits in a manner consistent with all applicable law and policy.</td>
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<td>Key Resp 09</td>
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<td>Key Resp 15</td>
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<tr>
<td>Education 1</td>
<td>High school diploma or equivalent. Relevant experience, training and/or college units preferred.</td>
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Possess a valid California Driver's License.

Ability to successfully earn the POST Supervisory certificate by completing a POST-certified 80-hour Supervisor course within one year of appointment and serving as a Sergeant for a period of two years.

Ability to successfully complete other training or prerequisites as required by regulation, law or policy.

Background check required.

Successful medical and psychological evaluation required.

Experience performing all aspects of unit functions.

Working knowledge of the California Public Records Act and other law, regulation and University policy regarding police documentation and data.

Ability to communicate effectively in person and in writing.

Ability to supervise and train assigned staff in the relevant and necessary aspects of their duties.

Ability to operate computers and other relevant technology.

Ability to safely operate motor vehicles.
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<td>Environment</td>
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