

Community College Police Officer Trainee  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=239447>

Downloaded On: Jul. 16, 2024 9:03am

Posted Jul. 12, 2024, set to expire Nov. 8, 2024

**Job Title** Community College Police Officer Trainee  
**Department** College Police  
**Institution** San Diego Community College District  
San Diego, California

**Date Posted** Jul. 12, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Public Safety

**Apply Online Here** <https://apptrkr.com/5417479>

**Apply By Email**

**Job Description**

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**Community College Police Officer Trainee**  
**San Diego Community College District**

**Closing Date:**

**Position Number:** 001579

**Location:** District

**Position Type:**

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Classified

### **The Position:**

Posting Details (Default Section)

Closing Date: Open Until Filled Yes Classification Title Community College Police Officer Trainee Working Title Community College Police Officer Trainee Recruitment Limits Location District Pay Information Range 3 (\$5,468.20 - \$6,330.12) per month based on the 2024 Police Officers Association (POA) Salary Schedule

Initial salary placement is commensurate with related experience and promotional rules. The District offers a comprehensive fringe benefit package including employer paid: medical, dental, and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed according to the POA - Police Officers Association Collective Bargaining Agreement. This position is FLSA Non-Exempt and may accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE No. Months: 12 Months Position Number: 001579 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit Police Officers Association Range 3 Department College Police The Position Applications are currently being accepted for Community College Police Officer Trainee in the College Police Department, located District-wide. Hours vary. Selected candidate must be willing to adjust work days/hours based on the department's needs.

Please note that an employee may be transferred to any site at the option of the Chancellor. Classification Description Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications Good oral and written communication skills;

Safe operation of a moving vehicle;

Effective reading and writing communications;

Able to establish and maintain effective working relationships with others;

Understand and follow oral and written directions;

Write clear and concise reports of factual occurrences. Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential

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Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application. Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;

**Important:** To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Tentative Timeline (Subject to Amendments) Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Pass full background investigation;
- Pass a pre-employment physical exam, including drug screen, and polygraph, and psychological exam at the District's expense;
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);

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- Present original documents for proof of eligibility to work in the United States as required by the I-9 Employment Eligibility Verification form; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

### **EMPLOYMENT AFTER RETIREMENT**

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information. Additional Information: **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01655

### **Major Responsibilities:**

### **Qualifications:**

#### **Desired Qualifications:**

Good oral and written communication skills;  
Safe operation of a moving vehicle;  
Effective reading and writing communications;  
Able to establish and maintain effective working relationships with others;  
Understand and follow oral and written directions;  
Write clear and concise reports of factual occurrences.

### **Licenses:**

### **Pay Information:**

Range 3 (\$5,468.20 - \$6,330.12) per month based on the 2024 Police Officers Association (POA) Salary Schedule

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**To apply, visit:** <https://www.sdccdjobs.com>

*All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.*

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### **Contact**

College Police  
San Diego Community College District