

Public Safety Dispatcher (5216C), University Police -
64617
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256819>

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Posted May 12, 2025, set to expire Jul. 1, 2025

Job Title	Public Safety Dispatcher (5216C), University Police - 64617
Department	University Police
Institution	University of California, Berkeley Berkeley, California
Date Posted	May 12, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Public Safety
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Apply By Email

Job Description

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Public Safety Dispatcher (5216C), University Police - 64617

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The University of California Police Department provides a full range of law enforcement services in support of the academic and public service missions of the University of California, serving a diverse community of more than 43,000 students and 14,000 faculty & staff in the vibrant City of Berkeley, at the heart of the San Francisco Bay Area. In addition to the traditional role of a police department, we also carry out a variety of proactive educational, outreach and crime prevention programs. We pride ourselves in a professional and high-quality delivery of service, which we provide with sensitivity to the unique concerns of the University community.

At the Berkeley campus, we employ approximately 44 sworn peace officers, 70 full time civilian employees and 75 part-time students. We are interested in ethical, intelligent, creative and motivated candidates who possess the desire and talent required to address the unique challenges of our urban campus environment. We offer a wide variety of assignments and a public service experience unlike any other agency.

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Application Review Date

The First Review Date for this job is: February 22, 2024

Responsibilities

- Working in campus safety communications centers, receive calls for assistance and information; dispatch police, emergency medical aid and fire response; provide related automated data search and entry; monitor various alarm systems; and track and document field unit activities and locations.
- Answer telephones, respond to analog and digital alarms, operate a variety of two-way, multi-frequency radio equipment to dispatch and communicate with police officers, emergency medical personnel, fire fighters, hazardous material response teams, parking enforcement officers, community service officers, and civilian department employees.
- Assess the nature and priority of calls for assistance, determining and assigning the appropriate resources, tracking and documenting the resulting response and disposition on both hard copy and computerized media.
- Research and report automated and hard copy records relating to public safety operations, input and update local, state and Federal criminal records, maintain security of confidential records, purge and destroy confidential records in accordance with law, compile and maintain resource files, develop, apply and update training manuals and records and train and evaluate staff members (training-related duties are only for designated/assigned trainers).

Required Qualifications

- Skills, knowledge, and abilities essential to the successful performance of the duties assigned to the position.
- Satisfactory completion of a POST- certified, 120-hour Public Safety Dispatchers' Basic Course within 12 months of the date of hire.
- Ability to complete an evaluation of oral communication skills.
- Completion of 12 months' probation.
- Ability to obtain a passing score on either the POST Written Dispatch test or the CritiCall Dispatch test.
- Ability to complete the Public Safety Dispatchers' Basic Course and obtain certification.

Education/Training:

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- High school diploma and / or equivalent certification / experience / training.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$38.65 (step 1.0) - \$51.52 (step 6.0).

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.
- A \$5,000.00 hiring bonus is included as a part of the compensation package.

How to Apply

To apply, please submit your resume and cover letter.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected

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abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Physical Exam

Employment is contingent upon passing a physical exam.

Other Information

This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

This is an ongoing hiring process with numerous positions available. Applications will be regularly assessed, and hiring will occur at various points throughout the year. The job listing will remain open for as long as applications are accepted.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

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