

Public Safety Dispatcher (5216C) University Police, 75183
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259071>

Downloaded On: Sep. 11, 2025 9:30am

Posted Jul. 10, 2025, set to expire Oct. 30, 2025

Job Title	Public Safety Dispatcher (5216C) University Police, 75183
Department	University Police
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 10, 2025
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/6351029

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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

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.

Position Summary

A Public Safety Dispatcher (PSD) is responsible for maintaining communications between the Police Department and the public, as well as between officers in the field and other public safety employees and agencies. PSDs wear a police-style uniform and work under the general direction of, and report directly to, a PSD Supervisor. PSDs operate the University of California Police Department (UCPD) communications center, which is a fully computerized environment and a 911 Public Safety Answering Point (PSAP). PSDs are required to multi-task and prioritize according to department need in a manner consistent with law, regulations, department policies and standard procedures.

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Public Safety Dispatchers assign and coordinate personnel and resources in response to emergency situations, in-progress crimes and other calls for service. PSDs operate a police radio, Computer Aided Dispatch (CAD) system, telephones and other various law enforcement telecommunications and computer systems. They monitor campus alarm systems, security cameras and provide customer service via telephone and at the department's main public counter after business hours. PSDs work evening, night and weekend shifts, with some mandatory and volunteer overtime assignments available. Occasional duties include general administrative functions such as data entry, filing and record-keeping, processing warrants, and other assigned duties based on the needs of the department.

Application Review Date

The First Review Date for this job is: 1/3/2025

This is an ongoing hiring process with multiple 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.

Responsibilities

- Public Safety Dispatchers, 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.
- Public Safety Dispatchers typically 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.
- Dispatchers are responsible for assessing 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.
- Dispatchers 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

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- Applicants for positions in the Public Safety Dispatcher series are expected to possess the skills, knowledge, and abilities essential to the successful performance of the duties assigned to the position.
- Minimum qualifications for Public Safety Dispatcher include satisfactory completion of a POST-certified, 120-hour Public Safety Dispatchers' Basic Course within 12 months of the date of hire; undergo a thorough background investigation; an evaluation of oral communication skills; the completion of 12 months' probation; and the completion of a medical examination.
- Applicants must obtain a passing score on either the POST Written Dispatch test or the CritiCall Dispatch test.

EDUCATION

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

LICENSES AND CERTIFICATIONS

- Must complete the Public Safety Dispatchers' Basic Course and obtain certification.

Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for UC 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 \$40.27 (step 1.0) - \$53.68 (Step 6.0).

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A \$5,000 hiring bonus is included within compensation.

How to Apply

- To apply, please submit your resume and cover letter.

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>

- A \$5,000 hiring bonus is included within compensation.
- This is not a visa opportunity.
- This recruitment has 2 openings.

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.

Physical Exam

- Employment is contingent upon passing a physical exam.

Mandated Reporter

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

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any

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administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

[U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

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
applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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