

Lieutenant, Police and Campus Safety (Restricted Funds)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=232542>

Downloaded On: May. 9, 2024 1:52pm

Posted Mar. 7, 2024, set to expire Jul. 1, 2024

Job Title	Lieutenant, Police and Campus Safety (Restricted Funds)
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Mar. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Public Safety
Apply Online Here	https://apptrkr.com/5082137

Apply By Email

Job Description

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Lieutenant, Police and Campus Safety (Restricted Funds)

Position Number: CM-137-2024

Department: Police & Campus Safety

Job Category:

Time (Percent Time):

Term (months/year):

Current Work Schedule (days, hours): Sunday-Saturday, Various Hours

Salary Range: M-15

Salary:

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M-15Steps 1 - 6: \$150,948 - \$174,989 annually

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement.

Open Date: 03/05/2024

Initial Screening Date: 05/06/2024

Open Until Filled: Yes

Application Procedure:

First Review of Applications: Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

Applicants must submit all of the following materials online, unless otherwise noted, at Mt. SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
5. Optional - Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

Health & Welfare:

- Mt. San Antonio College offers a competitive and excellent benefits package providing medical, dental, and vision benefits to **eligible employees** and their dependents. Lifetime supplemental medical benefits are also available for eligible retirees.
- The College contributes an annual premium up to the family coverage amount equivalent to Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

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The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

*Note: The District does not cover Medicare expenses. Please visit the [Mt. San Antonio College Benefits Website](#) for further information. Salary and Health & Welfare Benefits are subject to change based on the Collective Bargaining Agreement.

Basic Function/Overview:

DEFINITION: Under administrative direction, the Police Lieutenant will perform administrative and technical work for the Police and Campus Safety Department (P&CSD), and participate in the overall management and supervision of P&CSD in the development of goals, priorities, objectives, and procedures. In the absence of the Chief, P&CSD, the Lieutenant assumes command of the department, when directed. The Lieutenant will also assist in planning, organizing, managing, and providing administrative direction and oversight for major programs, functions, and activities of the Police and Campus Safety Department and assist in coordinating assigned activities with other College departments, divisions, outside agencies, and the public.

SUPERVISION RECEIVED & EXERCISED: Receives general direction from the assigned managerial personnel. Exercises general and direct supervision over assigned staff.

CLASS CHARACTERISTICS: This is an operational department manager classification in the Police and Campus Safety Department. The incumbent is responsible for planning patrol, public service, and investigative functions or administrative support activities, including assisting the Chief in formulating policy and developing goals and objectives. Assists in planning, development, and administration of departmental policies, procedures, and services. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating departmental work with that of other College departments. Responsibilities include performing and directing many of the department's day-to-day operational functions. At the direction of the Chief, may assume command in the absence of the Chief, Police and Campus Safety.

Essential Duties/Major Responsibilities:

1. Plans, manages, and oversees the day-to-day operations and activities of the Police and Campus Safety Department.
2. Assists in directing, managing, and participating in the development and implementation of goals, objectives, policies, and priorities for the department; recommends appropriate service and staffing levels and administers policies and procedures.
3. Provides administrative management, leadership, and motivation to departmental personnel to facilitate the

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delivery of focused quality service to the campus community.4. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Chief; directs the implementation of improvements.5. Trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline; responds to staff questions and concerns.6. Participates in the development and administration of the departments annual budget; assists in the forecast of additional funds needed for staffing, equipment, supplies, and materials; assists in the monitoring of and approval of expenditures; implements adjustments as necessary.7. At the direction of the Chief, oversees the maintenance of Clery Act mandated crime reporting; publishes and disseminates the mandated information; maintains the departments website for this purpose.8. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Chief, Police and Campus Safety.9. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to departmental programs, policies, and procedures, as appropriate.10. Monitors legal, regulatory, technological, and societal changes, and court decisions that may affect the work of the department; recommends equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.11. Investigates and resolves problems with requests for services or complaints regarding Police and Campus Safety functions; conducts internal investigations of complaints from officers and/or the public, mediates any conflicts or disputes with department personnel or the public, and takes appropriate action to ensure a timely and equitable resolution when first-line supervisors are unable to do so.12. In collaboration with College partners, plans and coordinates campus event management, including security, traffic/parking planning, and staffing. Interacts with Technical Services to ensure appropriate numbers of contract security/law enforcement personnel are deployed for events.13. Develops cooperative working relationships with representatives of other local public safety departments; represents the College and department in meetings with members of other public and private organizations, business, educational and community groups, and the public.14. Provides leadership and administrative expertise during major emergency situations and natural disasters utilizing the organizational structure and protocols of the Standardized Emergency Management System (SEMS). Plans, organizes, and initiates bi-annual EOC and tactical exercises with our law enforcement partners and City of Walnut emergency operations personnel.15. Assists with selection, training, motivation, and direction of department assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; responds to staff questions and concerns.16. Establishes,

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implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).17. Oversees, leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.18. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.19. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.20. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.21. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.22. Performs other related duties as assigned consistent with the scope of the position.

Other Duties:

Knowledge Of:

1. Principles and practices of supporting a DEISAA academic and work environment.2. Administrative principles and practices, including goal setting, program development, implementation and evaluation, and project management.3. Principles and practices of budget administration.4. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.5. Functions, services, and funding sources of a college campus public safety department.6. Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the department.7. Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, and protection of life and property.8. Record-keeping principles and procedures; investigation and identification techniques and equipment.9. General principles of risk management related to the functions of the assigned area.10. Recent and on-going developments, current literature, and sources of information related to the operations of a college campus public safety department.11. Safety practices and equipment related to the work.12. Modern office practices, methods, and computer equipment and applications related to the work.13. Principles, practices, and techniques of effectively dealing with the public and basic public relations.14. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.15. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.

Skills and Abilities:

1. Implement, advocate for, and communicate the Colleges vision and commitment to creating a

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DEISAA academic and work environment.2. Oversee and address gaps in DEISAA in the recruitment and retention of faculty and staff.3. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.4. Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.5. Demonstrate ability to function in a community policing focused organization.6. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.7. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.8. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.9. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.10. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.11. Effectively represent the department and the College in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.12. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.13. Communicate effectively through various modalities.14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.15. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.16. Make ethical and sound decisions according to laws, and established policies, procedures and regulations.17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

1. Equivalent to graduation from a regionally accredited four-year college or university with major coursework in security management, law enforcement, or a related field, and2. Three (3) full time equivalent years of supervisory experience in public safety or law enforcement services.

Equivalencies:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

Preferred Qualifications:

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License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents work indoors and outdoors and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards and hazardous physical substances, and fumes. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; to operate a motor vehicle and to visit various College and meeting sites; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing, and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate Police and Campus Safety services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds and objects weighing more than 50 pounds with assistance.

Hazards:

Conditions of Employment:

The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

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Notice to all prospective employees - The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: **(909) 274-4225**. E-mail: employment@mtsac.edu.

DO NOT include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

LONG DISTANCE TRAVEL FOR INTERVIEWS: Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

Foreign Transcripts:

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

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Inquiries/Contact:

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: employment@mtsac.edu

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#) to complete and submit your application for this position.

EEO Policy:

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

To apply, visit <https://hrjobs.mtsac.edu/postings/11457>

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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

Mt. San Antonio College

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