



Safety Department Aide II

Class Code:
55945

Bargaining Unit: Part-Time/No benefits

CITY OF STOCKTON
Revision Date: Feb 7, 2023

SALARY RANGE

\$15.60 - \$150.00 Hourly

FLSA:

Non-Exempt

DEFINITION:

Under general supervision, provides assistance with technical, administrative and field activities; performs research and assists with conducting various studies and analyses in the Police and Fire Departments. Performs other related duties as assigned.

CLASS CHARACTERISTICS:

Safety Department Aide I is a staff support classification distinguished from other classifications by a wider range of assignments, more independent action, focus on specific departmental functions, and interaction with the public.

Safety Department Aide II is a lead or supervisory level staff support classification distinguished from the Department Aide I by the performance of more difficult and complex assignments.

PRINCIPAL DUTIES (ILLUSTRATIVE ONLY):

Both Levels:

- Ensures responsiveness to customers in area of responsibility; responds to and resolves difficult and sensitive customer inquiries and complaints; resolves contractor claims; ensures improvements to customer service are carried throughout area of responsibility.
- Provides technical assistance and advice to other sections and City staff in areas of responsibility; stays abreast of new and proposed laws, regulations, codes, methods, materials, techniques, and applications in area of responsibility.
- Enters and retrieves data and provides general office support for field and office personnel.

- Consults with field staff for the processing of reports, studies, and/or presentations.
- Provides departmental information to the public and staff from other City departments and/or outside agencies.
- Reviews departmental reports for accuracy and makes recommendations for the efficient gathering of data and departmental statistics.
- In consultation with other departments, assists with public information requests and document production requests associated with department litigation.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of special reports related to department programs and projects.
 - Utilizes computer applications to assist with analytical studies and department projects.
 - Assists staff with budget preparation and compilation.
 - Maintains current and accurate inventory of department equipment, computers, and vehicles.
 - Conducts special projects.
 - Organizes and maintains department records and files.

Body Worn Camera

- Reviews, redact, and copy video associated with the Body Worn Camera program.

Camera Operator

- Monitors real time camera operations with the use of the City's CCTV System and provides support to other sworn and civilian staff.

Evidence Disposition

- Reviews, document, and work with detectives, the District Attorney, and courts to obtain authorization to dispose of evidence associated with criminal cases.

Health Fitness

- Ensures department compliance with Wellness/Fitness initiative and all mandated health testing for Stockton Fire department personnel.

Investigation

(i.e. Background, Cold Case, Collision, Evidence, Identity Theft, Internal Affairs, Fraud)

- Performs investigations, case preparation and testimony, and provides information and assistance to the public and staff in the area of responsibility.

Live Scan

- Performs the basic tasks associated with fingerprinting individuals for registration, permitting, and pre-employment screening.

Public Records

- Review reports, calls for service and other data to determine releasable information to the requestor.

Traffic Unit

- Assists public with traffic related issues (i.e. citation inquiries, vehicle tows, etc.)

Vacant Property Inspector

- Performs skilled office work and field inspections in the investigation and enforcement of City codes, ordinances, and abatement regulations.

Volunteer Services

- Oversees the volunteer program and schedules and monitors staff at special events.

Range Attendant

- Responsible for assisting with administering firearms qualifications, servicing, and maintaining firearms, and maintaining the range. The Range Attendant will also

assist in firearm instruction as needed. Prior range master or firearm instruction experience is preferred.

Wellness Coordinator

- Oversees the Organizational Wellness Unit under the guidance of the Office of the Chief of Police, schedules staff, and monitors events and projects.

Safety Department Aide II (in addition to the above duties):

- Supervises, leads, trains, and evaluates professional and technical subordinates; provides technical advice and assistance to staff.

MINIMUM QUALIFICATIONS:

Education:

Possession of a high school diploma or GED.

Experience:

Safety Department Aide I:

Three (3) years of experience in a law enforcement or public safety setting in the field to which assigned.

Safety Department Aide II:

Five (5) years of lead or supervisory experience in a law enforcement or public safety setting in the field to which assigned.

Both Levels:

Other Requirements:

- Possession of a valid California driver's license.
- Specified positions may require specialized training and/or certification depending on assignment as prescribed by local, state, and/or federal law or regulation.
- As a condition of continued employment, employees assigned to specific areas may be required to obtain and maintain specific valid certifications or training as required by the Fire Chief and Chief of Police.
- Bilingual skills are desirable, but not required.

Knowledge of:

- Basic use of word processing and personal computers, with special emphasis on spreadsheet and/or database software applications;
- Internet and e-mail;
- Common research and/or statistical practices and techniques; and
- Principles and practices of employee supervision, including selection, training, work organization, evaluation, and discipline.

Skill in:

- Researching and writing concise and comprehensive reports;
- Understanding and interpreting procedures, rules, and regulations;
- Communicating effectively with fellow employees and the public while providing excellent customer service;
- Collecting, evaluating, and interpreting varied information and data, either in statistical or narrative form;
- Record keeping principles and practices;
- Successfully working in a fast-paced environment; and
- Operation of standard office equipment and personal computers.

Physical/Mental Abilities:

- Mobility - Constant sitting for long periods of time while operating a keyboard; occasional walking, bending, stooping, kneeling, reaching, pushing and pulling;
- Lifting - Occasional lifting of 10 pounds or less;
- Vision - Constant use of overall visual capabilities; frequent need for use of color perception, hand/eye coordination, reading and/or close-up work;
- Dexterity - Frequent holding, grasping, typing, repetitive motion and writing;
- Hearing/Talking - Constant hearing and talking of normal speech in person and on the telephone; Occasionally speaking in front of large groups of people;
- Special Requirements - May require occasional weekend or evening work;
- Emotional/Psychological - Constant concentration, decision making and public contact; occasional ability to exercise sound judgment, especially under stressful situations; and working alone;
- Environmental Conditions - Occasional exposure to noise; and
- Working Conditions - Primarily performed in an office environment which is typically moderately quiet but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

HISTORICAL NOTE:

Established: Unknown
Resolution: Unknown
Spec Adopted: 03/21/2006
Resolution: CC06-0138
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Resolution: CS2020-01-16-0902
Spec Amended: 01/06/2023
Date to CSC: 01/19/2023
Spec Amended: 02/07/2023
Date to CSC: 02/16/2023
CS Status: Classified
Unit: Not Applicable
FLSA Status: Non-Exempt