



CITY OF HUNTINGTON BEACH

Human Resources Department

2000 Main Street

Huntington Beach, CA 92648

<http://www.huntingtonbeachca.gov/jobs>

INVITES APPLICATIONS FOR THE POSITION OF:
PART-TIME LEVEL 20 - DEPARTMENT SERVICES
AIDE V (POLICE DEPARTMENT-CRIME
ANALYSIS)

An Equal Opportunity Employer

SALARY

\$21.82 - \$27.04 Hourly

OPENING DATE: 10/22/21

CLOSING DATE: 11/12/21 05:00 PM

DESCRIPTION:

This is a Temporary/Part-Time position with no permanent status or benefits.

CURRENT VACANCY: The Police Department is searching for an administrative aide to assist with a wide variety of duties in support of the crime analysis function. This is a part-time position offering flexible scheduling hours. **The IDEAL CANDIDATE** has strong communication skills and interpersonal skills, works well in a busy environment, and has experience working various office software applications. Current enrollment in a criminal justice or crime analysis certificate or degree program is highly desirable.

DUTIES SUMMARY:

Under direct supervision of the Sr. Crime Analyst, will perform a variety of administrative and program support tasks. The duties of this position include, but are not limited to, compiling, reviewing, entering, and reporting data regarding criminal activity while assisting with systematically analyzing data to identify crime trends. Ideal candidates will possess strong analytical skills, technological skills, and writing skills.

Temporary/part-time employment is restricted to 1,000 hours within a 12-month period (July 1 to June 30) and does not qualify to receive City benefits, except those required by law. The City does not belong to the Social Security system. However, enrollment in an alternative retirement program is mandatory which requires an employee contribution of 7½% of base earnings to the Public Agency Retirement System (PARS). There are no rights to employment and employment may end with or without cause or advance notice. Further restrictions apply to CalPERS retired annuitants.

EXAMPLES OF ESSENTIAL DUTIES

Under direct supervision, assists in preparing and disseminating analytical data relevant to crime series, trends, patterns and suspect information to enhance pro-active and reactive law enforcement capabilities; assists in the evaluating and reporting of major crime activities, crime patterns, and crime trends to analyze crime data to produce crime bulletins and suspect profile information.

The preceding duties have been provided as examples of the essential types of work performed by this position. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Basic criminal justice principles and crime analysis concept, practices and investigative procedures; research methods desired.

Ability to: Use computer and software applications, including mapping software, Word, Excel, Access and other database programs to prepare reports and present findings through the use of charts, graphs and statistical tables; maintain and update probation and parole data files for investigative review.

Education: High school diploma or equivalent. Current enrollment in a criminal justice, crime analysis, or other related certificate or degree program desirable.

Experience: Three years of technical experience working in an office environment. Experience related to criminal justice principles, crime analysis, investigative procedures, and research methods desired.

Background Investigation: Must successfully pass a comprehensive background investigation.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

APPLICATION AND SELECTION PROCEDURE

- Applications must be received online by the closing date and time. Late applications will not be accepted.
- All applications will be closely reviewed for relevant experience, education, and training. Candidates best meeting the needs of the department will be invited to the oral board examination (weighted 100%).
- Candidates considered for hire must undergo a comprehensive background investigation, which includes (but is not limited to) LiveScan fingerprinting, polygraph exam, credit check, reference/employer checks, DOJ and FBI checks, etc.
- Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.

PLEASE NOTE: Our primary means of communication with applicants/candidates is sent via email; therefore, please include a valid email address on your application.

PHYSICAL TASKS & ENVIRONMENTAL CONDITIONS

There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform similar actions during the course of the workday. Work also requires sitting at a desk or table for prolonged periods of time, use of a telephone, computer and screen. Must be able to

work any shift, including weekends and holidays. Reasonable accommodation(s) for individuals with a qualified disability will be considered on a case-by-case basis.

COMMON DISQUALIFIERS - Civilian

Please review the following common disqualifiers. If any items listed pertain to you, you will be automatically disqualified in the background investigation. You may, at this time want to screen yourself and withdraw prior to starting the recruitment process.

Illegal use or possession of drugs

The following examples of illegal drug use or possession will be considered automatic disqualifiers for applicants, with no exceptions:

- Any adult use or possession of a drug classified as a hallucinogenic within three years prior to application for employment.
- Any adult use or possession of marijuana within one year prior to application for employment.
- Any other illegal adult use or possession of a drug not mentioned above (including cocaine) within three years prior to application for employment.
- Any illegal adult use or possession of a drug while employed in any law enforcement capacity, military police, or as a student enrolled in college accredited courses related to the criminal justice field.
- Any adult manufacture or cultivation of a drug or illegal substance.
- Failure to divulge to the Department any information about personal illegal use or possession of drugs.
- Any drug test of the applicant, during the course of the hiring process, where illegal drugs are detected.
- The following examples of illegal drug use or possession will be considered in relationship to the overall background of that individual and may result in disqualification:
 - Any illegal use or possession of a drug as a juvenile.
 - Any illegal adult use or possession of a drug that does not meet the criteria of the automatic disqualifiers specified above (e.g., marijuana use longer than one year ago or cocaine use longer than three years.)
 - Any illegal or unauthorized use of prescription medications.

Motor Vehicle Operations

- Receipt of three or more moving violations (or any single violation of a potential life threatening violation, such as reckless driving, speed contest, suspect of a pursuit, etc.) within three years prior to application. Moving violations for which there is a factual finding of innocence shall not be included.
- Involvement as a driver in two or more chargeable (at fault) collisions within three years prior to date of application.
- A conviction for driving under the influence of alcohol and/or drugs within three years prior to application or any two convictions for driving under the influence of alcohol and/or drugs.

Arrests

- Conviction of any criminal offense classified as a misdemeanor under California law within three years prior to application.
- Conviction for two or more misdemeanor offenses under California law as an adult.
- Conviction of any offense classified as a misdemeanor under California law while employed as a peace officer (including military police officers.)
- Admission(s) of having committed any act amounting to a felony (including felony-misdemeanor offenses) under California law, as an adult, within five years prior to application or while employed as a peace officer (including military police officers.)
- Admission(s) of administrative conviction of any act while employed as a peace officer (including military police officers) involving lying, falsification of any official report or document, or theft.
- Admission(s) of any act of domestic violence as defined by law, committed as an adult.

- Admission(s) of any criminal act, whether misdemeanor or felony, committed against children including but not limited to: molesting or annoying children, child abduction, child abuse, lewd and lascivious acts with a child, or indecent exposure. Acts of consensual unlawful intercourse accomplished between two minors shall not be included, unless more than four years difference in age existed at the time of the acts.
- Having any outstanding warrant of arrest at time of application.
- Conviction of a felony under Federal or California Law.

Integrity

- Any material misstatement of fact or significant admission/omission during the application or background process may be disqualifying, including inconsistent statements made during the initial background interview (Personal History Statement or Supplemental Questionnaire) or polygraph examination or discrepancies between this background investigation and other investigations conducted by other law enforcement agencies.
- Any forgery, alteration, or intentional omission of material facts on an official employment application document or sustained episodes of academic cheating.

Tattoos

- Employees shall not visibly display markings on the following body parts/areas:
 - Head, neck, ears, mouth, scalp, face, hands (exception: wedding band tattoo on ring finger)
- Markings detrimental to good order are prohibited from visibility. Inappropriate markings are not permitted to be visible including but not limited to, imagery depicting racial, sexual, discriminatory, gang related, violence, obscene language or any offensive, demeaning to persons of ordinary sensibilities or considered racist or sexist.
- Markings are prohibited from being displayed during the following:
 - court testimony, depositions, school presentations, formal community meetings, funerals
- This policy also does not apply to Police Recruits while they are attending a Police Academy or participating in Academy sponsored functions. The policy will apply to Police Recruits while they are performing any official duty, in uniform, outside of the Police Academy.

Body Art

- Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited. Such body alteration includes, but is not limited to:
 - Tongue splitting or piercing.
 - The complete or transdermal implantation of any material other than hair replacement.
 - Abnormal shaping of the ears, eyes, nose or teeth.
 - Branding or scarification.

Work Traits

- Having been disciplined by any employer (including military) as an adult for abuse of leave, gross insubordination, dereliction of duty, or persistent failure to follow established policies and regulations.
- Having been involuntarily dismissed (for any reason other than layoff) from two or more employers as an adult.
- Having held more than seven paid positions with different employers within the past four years, or more than 15 paid positions with different employers in the past ten years (excluding military). Students who attend school away from their permanent legal residence may be excused from this requirement.
- Having undergone personal bankruptcy more than once, having current financial obligations for which legal judgments have not been satisfied, currently having wages garnished, or any other history of financial instability.

- Uttering any epithet derogatory of another person's race, religion, gender, national origin or sexual orientation.
- Having been disciplined by any employer as an adult for fighting in the workplace.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.huntingtonbeachca.gov/jobs>

Job #0561-1021
 PART-TIME LEVEL 20 - DEPARTMENT SERVICES AIDE V
 (POLICE DEPARTMENT-CRIME ANALYSIS)
 VN

PART-TIME LEVEL 20 - DEPARTMENT SERVICES AIDE V (POLICE DEPARTMENT-CRIME ANALYSIS) Supplemental Questionnaire

- * 1. Do you speak, write AND read fluent English?
 - Yes
 - No
- * 2. Do you have a minimum of three years technical experience working in an office environment?
 - Yes
 - No
- * 3. Are you currently enrolled in a certificate or degree program related to criminal justice or crime analysis?
 - Yes
 - No
- * 4. Please describe your work and/or college experience in criminal justice, crime analysis, statistics or other related field.
- * 5. Please indicate your level of proficiency with Microsoft Access:
 - No experience
 - Somewhat proficient
 - Proficient
 - Very Proficient
 - Extremely Proficient
- * 6. Please indicate your level of proficiency with Microsoft Excel:
 - No experience
 - Somewhat proficient
 - Proficient
 - Very Proficient
 - Extremely Proficient
- * 7. Please indicate your level of proficiency with mapping software (ESRI):
 - No experience
 - Somewhat proficient
 - Proficient
 - Very proficient
 - Extremely proficient
- * 8. Have you ever been **CONVICTED** of a felony?
 - Yes
 - No
- * 9. Have you been **CONVICTED** of a misdemeanor under California Law within the last three years OR convicted of two or more misdemeanors under California Law as an adult?

- Yes
- No

* 10. If successful in passing the testing process, are you willing to undergo a comprehensive background investigation, including a polygraph test and credit check? (Recent drug use, theft or other illegal activity may be grounds for disqualification)

- Yes
- No

* 11. If successful in passing the testing and background process and upon a conditional offer of employment, are you willing to undergo a pre-placement drug screen and medical examination?

- Yes
- No

* Required Question