



CITY OF HAWTHORNE
Human Resources
4455 W. 126th Street
Hawthorne, CA 90250
(310) 349-2950
www.cityofhawthorne.org
An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

POLICE OFFICER – PRE-SERVICE (CLASSIFIED) (OPEN-COMPETITIVE)

DEPARTMENT: POLICE DEPARTMENT
SALARY: \$6,331 - \$7,931 per month
FILING DATE: Open: Tuesday, February 21, 2023
Closes: Continuous

EMPLOYMENT APPLICATION:

https://hawthorneca.formstack.com/forms/city_of_hawthorne_application_for_employment

This recruitment may be extended if a sufficient number of qualified applicants for selection testing is not received. Interested applicants are encouraged to apply as soon as possible.

THE POSITION

In addition to pay, the City of Hawthorne offers a competitive benefit package that includes: City paid medical and dental insurance and basic life insurance coverage of \$50,000, City paid leave, enrollment in the California Public Employees' Retirement System (CalPERS), education achievement and physical fitness incentive programs, tuition reimbursement; Flexible Spending Account, Deferred Compensation, and other optional benefit plans.

THE DEPARTMENT

The Hawthorne Police Department is a very active, full service agency located in the southwest area of Los Angeles County. The men and women who work for the Hawthorne Police Department can expect to be exposed to any number of special assignments and receive specialized training in a variety of areas. The Hawthorne Police Department participates in long and short-term multi-jurisdictional task force operations and enjoys a reputation as a hardworking department with strong ties to neighboring and allied agencies. *This position requires the ability to work shift work, evening hours, holidays and weekends.*

MINIMUM QUALIFICATIONS

Education, Training and Experience

QUALIFICATIONS

- Candidates must have, within the past (3) three years, completed a California P.O.S.T. accredited Academy, approved by the City of Hawthorne, and MUST ATTACH a copy of current academy certificate or diploma to the employment application.
- In lieu of providing a certificate or diploma, candidates currently attending an accredited academy approved by the City can apply and show proof of their enrollment MUST ATTACH PROOF.
- High school graduation or possession of a G.E.D. College level course work highly desired.
- Minimum age 21.
- Legally authorized to work in the United States by federal law.

- Hearing must meet the normal and uncorrected range.
- Vision must meet minimum 20/80 uncorrected; corrected to 20/30; free from tunnel vision or color blindness in both eyes; Weight to be proportional to height.

Licenses, Certificate and/or Special Requirements

- A valid California class "C" driver's license, safe driving record, and proof of insurance are required at the time of appointment.
- Must successfully complete a background investigation and polygraph examination.

PHYSICAL ABILITIES & ENVIRONMENTAL CONDITIONS

Work is performed both in and outdoors with exposure to seasonal climate and weather conditions. Exposure to slippery surfaces, dust, dirt, and odors are conditions frequently encountered. An incumbent must constantly work with noise from traffic and police radio. Requires normal and uncorrected hearing; minimum 20/80 uncorrected vision or corrected to 10/30 to, must be free from tunnel vision or color blindness in both eyes; weight in proportion to height; and ability to speak and smell. Requires constant arm and leg movements for driving, walking, standing, and sitting for short to prolonged periods of time; safe mobility involving use of various functional body parts and extremities for bending, stooping, lifting, running, jumping, leaning, squatting, climbing, crouching, kneeling, crawling, turning, and twisting; the ability to safely push, pull, carry, and drag up to 100 pounds with or without assistance; reach above and below shoulder level; both light and firm grasping; finger dexterity to write, manipulate certain work tools or equipment, operate patrol vehicle control switches for lights, sirens, or radio, computer keyboard, and to manually check weapons or perform safety checks to maintain operational condition; foot manipulation to operate accelerator or brake pedals of a police vehicle with the right or left foot or to use the foot as an aide to control suspect's foot while patting down a suspect. The ability to feel for patting down a suspect's body to determine level of warmth to test or confirm evidence of fire or feel body for warmth or pulse. Physical abilities of the position may expose an incumbent to blood, bodily fluids, or communicable diseases.

RECRUITMENT PROCESS

A complete City application and supplemental questionnaire (if applicable) are required to be considered for any open position and **must be filled out completely**, showing clearly that the minimum qualifications are met. Applications may be accompanied by a resume describing experience, education & training in relation to the requirements of the position, **however resumes will not be accepted in lieu of a City employment application**. Incomplete applications will be rejected from consideration.

The City's employment application is located at www.cityofhawthorne.org. Please complete all the required information as provided on the form. Do not alter the application.

City Hall business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. and closed every other Friday. On the alternate Friday, City Hall hours are from 7:30 a.m. to 4:30 p.m. Please contact the Human Resources Department at (310) 349-2950 with any questions regarding this recruitment.

Note: Communications from the Hawthorne Human Resources Office regarding this recruitment will be via email. Please periodically check spam or junk mail folders.

All employment application materials received by the final filing deadline will be reviewed to determine the level and scope of applicant qualifications for the position. All information provided by an applicant is subject to verification.

TESTING & SELECTION PROCESS

All properly completed applications will be reviewed and only the most highly qualified candidates will be invited to continue in the selection process. The selection process may include a supplemental questionnaire, a written

test, a performance test, and/or an oral interview to evaluate the applicant's skill, training, and experience. An applicant requiring reasonable accommodation during the testing and selection process must inform the City of Hawthorne Human Resources Department at (310) 349- 2950 at least seventy-two (72) hours in advance of the established testing date.

Applicants completing selection testing with acceptable results will qualify to have their name placed on an Eligibility List. The Eligibility List will be considered by the hiring authority to fill current and future vacancies for the position.

VETERANS' PREFERENCE CREDIT

The City of Hawthorne provides Veterans' Preference Credit to qualified candidates who are successful in the examination process. To be eligible for this preference, a legible copy of DD214 upon application filing with the Hawthorne Human Resources Department is required.

COMPENSATION AND BENEFITS

City employee may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, other benefits listed in the Hawthorne Police Officers Association (HPOA) Memorandum of Understanding. Benefits may change due to employer-employee negotiations. Eligible City employees will participate in a defined benefit retirement plan administered by California Public Employees' Retirement System (CalPers). For additional details, refer to the City's website: www.cityofhawthorne.org under MOUs & Salary Schedules.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

ABOUT THE CITY

Proudly Serving the Community for over 80 Years!

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.



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