Police Lieutenant

University Police Department
Job #21-13
First Review: Friday, April 9, 2021

(Job #21-13) Administrator II, Lieutenant. Anticipated starting salary will be between $9,500-$10,500/month, but will be commensurate with the selected candidate’s qualifications and experience. This is a full-time, benefited, 12-month pay plan position in the University Police Department (UPD). This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at https://hraps.humboldt.edu/employee-benefits.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary: Under the direction of the Chief of Police, the Lieutenant serves as second-in-command of UPD, and an alternate Emergency Operations Center (EOC) Director for the University. The Lieutenant’s primary day-to-day responsibility is currently Operations Commander. As such, the Lieutenant is responsible to lead, direct, and manage UPD’s 24/7 sworn patrol/investigation operations (four sergeants and six officers), 9-1-1 PSAP/dispatch/statistical operations (one lead dispatcher and four dispatchers), and property/evidence/equipment (one full-time technician).

Duties: The Lieutenant is responsible for facilitating frequent and effective communication within the Operations areas, directing proactive patrol and community policing, emergency response, special event security, planned police operations, investigations, property/evidence management, and 9-1-1 dispatch/statistical functions, ensuring delivery of professional, respectful customer service/law enforcement services for the campus community. The Lieutenant has oversight responsibility for the recruitment, selection, promotion, scheduling, training, readiness, and performance for these positions and areas, and key influence in the development and content of related policies and procedures. The Lieutenant is an active participant on the UPD management team, and must carry out rational analysis, independent judgment, forward thinking, sound decision-making, efficient management, and effective leadership. Working conditions may include field, administrative and occasional shift duties. The Lieutenant is expected to be on call 24 hours a day, and may be required to occasionally work weekends and/or after normal business hours, in uniform or in plainclothes. The
Lieutenant must ensure that UPD directives are adhered to, goals are accomplished, and objectives are met. The Lieutenant will sometimes serve as Incident Commander at the scene of major crimes, emergencies, demonstrations and special events. The Lieutenant will occasionally serve as a relief Watch Commander, and perform traditional police and law enforcement duties as needed. The Lieutenant may be called upon to perform other management and/or executive duties, including assuming the Chief’s responsibilities when the Chief is unavailable. May also assist with assignments including strategic planning and oversight in budgeting, purchasing, personnel, records, and policies; emergency planning/management; parking/commuter services; workplace violence prevention; grant management; campus presentations and training; interacting with HSU Marketing & Communications and the news media.

**Minimum Qualifications:** At the time of application, candidates must possess a high school diploma or GED, a valid California Driver’s License, be a US Citizen, and must not have been convicted of a felony. In addition, every candidate must have:

a. A minimum of ten (10) years’ employment as a paid California peace officer;
b. A California POST Supervisory Certificate, or currently eligible to receive;
c. The ability to qualify for a POST Management Certificate within two years of employment;
d. A work history of increasing responsibility, success, and achievement in law enforcement operations, training, personnel supervision, and operational planning.

**Required Knowledge, Skills, and Abilities:**

a. Sound judgment, effective leadership, efficient management, and strategic vision skills;
b. Excellent written and oral communication skills;
c. The ability to establish and maintain cooperative working relationships with a diverse population of administrators, faculty, staff, students, parents, visitors, and multicultural communities;
d. The ability to build confidence and trust with the campus community, and hold oneself accountable as well as those supervised.

**Preferred Qualifications:**

a. Experience as a Sergeant or higher rank;
b. Experience as a sworn peace officer at a four-year, baccalaureate-granting college/university;
c. An Associate of Arts degree;
d. A Baccalaureate degree from an accredited university.

e. **Physical Standards:** Height and weight proportional, normal hearing, normal color vision correctable to 20/30.

**Application Procedure:** To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest describing: your education, training, and experience as it relates to the position of Police Lieutenant at Humboldt State University, also mentioning your personal leadership style, giving specific examples of how you have used this leadership style within your organization.
- Resume or Curriculum Vitae
- Contact information for at least five professional references
- HSU Employment History Form (HSU Employment History Form: [https://forms.humboldt.edu/employment-history-form](https://forms.humboldt.edu/employment-history-form); NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).
- Copy of your POST Supervisory Certificate or proof of eligibility
Method of Selection: The finalist must successfully complete the interview process, including but not limited to an oral interview, Chief’s interview, written exercise, reference checks, background investigation, psychological examination, and medical examination.

CLICK HERE TO APPLY NOW: http://apply.interfolio.com/85169

Application Deadline: The first review of applications will be on Friday, April 9, 2021.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or HSU’s Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goud’ini (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.
It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

Class Code: 3312
Publication Date: March 10, 2021

See more photos at Humboldt State University’s Flickr page.