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*8208 Park Patrol Officer*Powered by **Recruitment #CBT-8208-901118****Department** Recreation and Parks**Analyst** Stacy Chung**Date Opened** 12/4/2015 8:00:00 AM**Filing Deadline** Continuous**Salary** \$53,248.00 - \$64,740.00/year**Job Type** CBT Discrete**Employment Type** Full-Time**INTRODUCTION****UNSUSPENDED TO ACCEPT ADDITIONAL QUALIFIED APPLICANTS****FINAL FILING DATE: FILE IMMEDIATELY.****RECEIPT OF APPLICATIONS MAY CLOSE AT ANY TIME, BUT NOT BEFORE DECEMBER 17, 2015.****ALL APPLICANTS MUST SUBMIT VERIFICATION (PROOF) OF THEIR CURRENT CALIFORNIA PENAL CODE SECTION 832 POWERS OF ARREST OR BASIC P.O.S.T. ACADEMY CERTIFICATE AT THE TIME OF FILING APPLICATION.****FAILURE TO SUBMIT THE REQUIRED VERIFICATION WILL RESULT IN THE REJECTION OF YOUR APPLICATION.**

The San Francisco Recreation and Park Department manages and maintains more than 220 parks, playgrounds, and open spaces in the city, including two outside of city limits: Sharp Park in Pacifica and Camp Mather in the High Sierras. Our 4,100-acre system includes 28 recreation centers, 9 swimming pools, 5 golf courses and numerous athletic facilities, including sports courts, ball diamonds, soccer fields and gymnasiums. Included in the department's responsibilities are Golden Gate Park, Coit Tower, the Marina Yacht Harbor, the Palace of Fine Arts and Lake Merced.

More than 2,000 talented individuals are part of our team, from gardeners, foresters, and recreation leaders to park patrol officers, custodians, electricians, painters and more. Our core mission, as it has been throughout our history, is to provide opportunities for San Francisco residents and visitors alike to gather, play, learn, relax, and enjoy nature in the city.

POSITION DESCRIPTION

The 8208 Park Patrol Officer is the entry-level class of the series that is responsible for providing public safety, park information and protecting properties of the Recreation and Park Department.

Under general supervision, 8208 Park Patrol Officers patrol assigned areas on foot, by bicycle, truck, and patrol car in connection with preventing damage, destruction or theft to park and recreation grounds and facilities; and performs other duties as required.

Requires responsibility for: following published general orders and established procedures in carrying out patrol assignments; making contacts with the general public in connection with the enforcement of Park codes, Health and Safety codes, Municipal police codes and other applicable laws and regulations; preparing and completing departmental routine reports on daily patrol activities.

The essential functions of this class may include: inspecting buildings to assure they are properly secured; checking equipment (e.g., alarm panels, fire alarms, electrical boxes) to see that fire hazards are not present; checking the assigned patrol area for vandalism; checking and securing/locking restrooms and other properties at night and unlock for daytime use; reporting any problems that need corrections through a computerized work order system; maintaining the security of the buildings/facilities; opening/closing facilities at prescribed times; patrolling check stations and punching clocks at various locations in area assigned; removing road obstructions, lifting and putting up barricades (20 lbs. or more) at road closures as required (Sunday, holidays and special events, flooding, fire, and other hazardous situations); patrolling assigned areas on foot, by bicycle, by ATV, by truck and/or by patrol car to protect recreation and park department areas and recreational facilities; preventing and responding to damage, destruction and theft to park and recreation grounds and facilities; following established procedures in carrying out duties; making contact with the general public in connection with the enforcement of Park codes, Health and Safety codes, Municipal police codes, and California penal codes; dealing with wildlife issues such as rescue, protection and preservation of park wildlife; enforcing the existing dog, bird, and wildlife policies; preparing and completing the department routine reports on daily patrol activities; writing a complete and accurate report when an arrest has been affected as a result of a criminal action; when necessary, acting as a public officer by apprehending or citing persons engaged in acts of vandalism, theft and other criminal activity and turning in subjects over to police department and reporting such actions to the police department; preventing and responding to improper use of recreational facilities and equipment by park users; assisting the public in locating lost children; assisting the public as an informational officer for directions around the park system and for park events information; and extinguishing small campfires, barbecue pits, trash and vehicle fires prior to the fire department's arrival.

MINIMUM QUALIFICATIONS

1. One (1) year of verifiable work experience as a police officer, member of a military police unit, park ranger, or other similar work; **AND**
2. Possession of a current California Penal Code Section 832 Powers of Arrest Certificate OR Successful completion of a basic P.O.S.T. Academy; **AND**
3. Possession of a valid driver's license.

DESIRABLE QUALIFICATIONS:

The stated desirable qualifications may be used to identify job finalists at the end of the selection process when candidates are referred for hiring.

- * Two (2) or more years of verifiable experience as stated above
- * Current State of California security guard, baton and chemical agents (e.g., tear gas) license; and
- * Possession of First Aid, CPR or First Responders certificate

Special Requirements: This classification requires considerable walking and standing, exposure to physical injury and other danger inherent in security work. Employees will be required to work any shift, weekends and holidays and be required to wear a uniform.

Medical Examination: Prior to appointment, eligible candidates must successfully pass a medical examination to determine their ability to perform the essential functions of the job.

HOW TO APPLY

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- * Select the 8208 Park Patrol Officer (CBT-8208-901118 job announcement)
- * Click on "Apply" and read and acknowledge the information
- * Select either "I am a New User" if you have not previously registered or "I have Registered Previously"
- * Follow instructions given on the screen

Computers are available for the public (from 8:00 am to 5:00 pm Monday through Friday) to file online applications in the lobby of the Department of Human Resources at 1 South Van Ness

Avenue, 4th Floor, San Francisco.

You can also watch this video for further assistance with our online application system:

<http://www.screencast.com/users/kcastillo1/folders/Jing/media/6ocef6ab-f4d9-4c58-bc63-039c87e57d1d>.

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysf.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Resumes may be attached to the application; however, resumes will not be accepted in lieu of a completed City and County of San Francisco application. Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Stacy Chung at (415) 831-2802 or via e-mail at Stacy.Chung@sfgov.org.

VERIFICATION:

Applicants are **required** to submit verification of qualifying certification(s) **prior to the filing deadline**. Applicants must submit a copy of their current California Penal Code Section 832 Powers of Arrest certificate OR documentation indicating successful completion of a basic P.O.S.T. Academy. Verification must be attached to the application. Please use the "Upload Resume" link to attach verification documents to your application in the "Other" tab. If you are unable to upload the required documents, you can scan and email the materials to RPD_Recruitment@sfgov.org, Attn: Stacy Chung, re: 8208 Recruitment.

Additionally, applicants may be required to submit verification of qualifying education and experience at any point in the application, examination and/or departmental selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/index.aspx?page=456>. When verification of qualifying work experience is requested, experience must be documented on the employer's business letterhead and must include the name of the applicant, job title(s), dates of employment, description of job duties performed, and signature of the employer or the employer's authorized representative.

NOTE: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification from this and future job opportunities with the City and County of San Francisco.

SELECTION PROCEDURES

Supplemental Questionnaire: Applicants are required to complete a Supplemental Questionnaire as part of the application process. The purpose of the Supplemental Questionnaire is to obtain specific information regarding an applicant's experience in relation to the Minimum Qualifications for this position. Applicants must also complete the official application.

Multiple-Choice Examination: (Weight: 100%)

Candidates who meet the minimum qualifications will be invited to participate in a multiple-choice examination designed to measure their relative knowledge, skills and/or abilities in job related areas, which may include but not be limited to: knowledge of park areas, facilities and locations operated by the Recreation and Park Department; knowledge of departmental (park code and

policies) governing use of park and recreation facilities; knowledge of operating electronic equipment such as two-way radios, emergency lights, computers and sound metering equipment; ability to carry out written and oral instructions; ability to act quickly in emergencies; ability to quickly and accurately apply practical judgment and critical reasoning considering available information and situational parameters to determine appropriate courses of action in a variety of stressful situations (e.g., time pressure, emotionally strenuous, or emergency situations); ability to work independently without direct supervision; ability to follow patrol procedures; ability to observe any suspicious activity and violations of park misuse; ability to read, interpret and comprehend reports, memos, manuals, maps, and other job-related materials written in English; skill to conduct basic computer operations to complete work activities (e.g., conduct calendaring, communicate via email, write reports); skill to apply first aid techniques to assist oneself and others in case of minor injury; ability to communicate verbally, in English, in a clear concise, well-organized and effective manner with people of diverse socioeconomic backgrounds; ability to communicate in writing, in English, in a clear concise, well-organized and effective manner with people of diverse socioeconomic backgrounds; ability to recognize and respect limit of authority and responsibility; ability to establish and maintain effective and cooperative relationships and deal courteously and effectively with the public; ability to be reliable and dependable to properly perform job duties; and ability to operate electronic communications equipment (e.g., cell phone, telephone) to communicate with others.

The multiple-choice exam will be administered either on a computer or in a paper format. The type of format will depend on the size of the qualified applicant pool. Qualified candidates will be notified of the type of exam format in their exam appointment notification.

This is a standardized multiple-choice examination. In accordance with Civil Service Rule 111.11.4, inspection privileges do not apply to the questions and answers in this examination.

A passing score must be achieved in order to be placed/ranked on the Eligible List. The hiring department may administer additional position-specific selection procedures to make final hiring decisions. Candidate scores on the exam may also be applied to other announcements involving other job titles, when directed by the Human Resources Director.

Date(s) of Examinations: Those applicants meeting the Minimum Qualifications will be notified of the exact date, time and place to report to the examination.

Note: Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process.

Certification Rule:

The certification rule for the eligible list resulting from this examination will be Rule of Three Scores. The hiring department may conduct additional selection processes to make final hiring decisions.

Eligible List:

The eligible list resulting from this examination is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission. The duration of the eligible list resulting from this examination process will be of twelve (12) months, and may be extended with the approval of the Human Resources Director.

CONVICTION HISTORY

As a *finalist* for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a *finalist*. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates applying for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates applying for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards

established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are selected as a finalist, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CONCLUSION

Reasonable Accommodation Request:

Applicants with disabilities who meet the minimum eligibility requirements of a job announcement can find information on requesting a reasonable accommodation at <http://www.sfdhr.org/index.aspx?page=20#applicantswithdisabilities>

Veterans Preference:

Information regarding requests for veterans preference can be found at: <http://www.sfdhr.org/index.aspx?page=20#veteranspreference>

General Information Concerning City and County of San Francisco Employment Policies and Procedures:

Important Employment Information for the City and County of San Francisco can be obtained at <http://www.sfdhr.org/index.aspx?page=20> or hard copy at 1 South Van Ness Avenue, 4th Floor.

Terms of the Announcement and Appeal Rights:

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at www.jobaps.com/sf.] The terms of this announcement may be appealed under Civil Service Rule 110.4. Such appeals must be submitted in writing to the Department of Human Resources, 1 S Van Ness Avenue, 4th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. Information concerning other Civil Service Commission Rules involving announcements, applications and examination policies, including applicant appeal rights, can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

Copies of Application Documents:

Applicants are advised to keep copies of all documents submitted. Submitted documents become a permanent part of the exam record and will not be returned. The hiring department may require applicants to submit the same documents and/or additional documents at a later date.

Right to Work:

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Additional Information:

General Information concerning City and County of San Francisco Employment Policies and Procedures may be found online at: <http://www.sfdhr.org/index.aspx?page=20>.

Exam Type: ENTRANCE

Issued: 12/4/15

Micki Callahan, Human Resources Director

Department of Human Resources

Recruitment ID #: 901118

REC/SC/(415) 831-2082

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco

Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please click here.

Click on a link below to apply for this position:

<p>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</p>	<p style="text-align: center;">Apply Online</p> 
<p>View and print the Supplemental Questionnaire.</p>	<p>This recruitment requires completion of a supplemental questionnaire. You may view and print the supplemental questionnaire here .</p>

[Accessibility](#) [Policies](#)

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