

Operations Lieutenant (Administrator II)

PD No.:PD-7928

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

Type of Action Requested:*	Replacement
Internal Team:*	FL-University Police - 10235
Job Code/Employee Classification:*	Administrator II <u>Job Code: 3312</u>
Classification Title:	Administrator II
MPP Job Code:	P016
Position Number:	Operations Captain <u>Position no: FL-10005388</u>
CSU Working Title:*	Operations Lieutenant (Administrator II)
Salary Range/Grade:	3312-RANGE A-Grade-1 Minimum: \$ 4,812.00 Maximum: \$ 15,449.00 Pay Frequency:
Reports to Supervisor:	Frisbee, Anthony
Reports To:*	Chief of Police <u>Position no: FL-10005972</u>
Campus:*	Fullerton
Division:*	VP, Administration & Finance
College/Program:*	University Police
Department:*	University Police - 10235
FLSA Status:	Exempt
Hiring Type:	At-will
Workplace Type (Exclude Inst Fac):	
Pay Plan:	12 Months
Pay Plan Months Off:	

POSITION DESIGNATION

Mandated Reporter:*	General - The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.
Conflict of Interest:*	A "designated position" in the CSU's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a Sensitive Position?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Care of People (including minors) Animals and Property:	Yes
Authority to commit financial resources:	Yes
Access/control over cash cards and expenditure:	Yes
Access/possession of master/sub-master keys:	Yes

Access to controlled or hazardous substances: Yes
Access/responsibility to personal info: Yes
Control over Campus business processes: Yes
Responsibilities requiring license or other: Yes
Responsibility for use of commercial equipment: Yes
Is this a Campus Security Authority (CSA): Yes No
Serves a security function: Yes
Designated recipient for crime/misconduct reports: Yes
Significant responsibility for Student Activities: Yes
Significant responsibility for Campus Activities: Yes
Job Summary/Basic Function:*

The Division of Administration and Finance provides services and support to over 45,000 diverse students, faculty, and staff at Cal State Fullerton. It is the mission of the Division to provide customer-focused support and steward our physical and financial resources in order to fulfill the university's mission and support student success. As part of the Division, the Cal State Fullerton University Police Department (CSUF PD) provides contemporary law enforcement safety services including patrol, public safety, traffic, investigations, community engagement, crime prevention, security services, emergency management, and business continuity.

Under the direct supervision of the Chief of Police, the Operations Lieutenant is responsible for providing leadership and management to personnel, as well as direct and indirect supervision of all personnel assigned to Patrol Operations. The Lieutenant will actively ensure ongoing proper adherence of department's policies by patrol personnel. The Lieutenant is responsible for the protection of life and property and the enforcement of pertinent laws within the jurisdiction of CSUF PD under the authority provided by the California Penal Code, Educational Code, CSU, and other relevant legal mandates. The incumbent will also be responsible for special event planning, firearms training, patrol fleet management, as well as management and supervision of the K9 officer, motorcycle officer, range master, officers assigned to North County SWAT, and liaison to campus partners and outside law enforcement agencies. The Lieutenant is also expected to assist the Investigations Lieutenant in managing the Communications Unit.

The Operations Lieutenant shall represent CSUF PD and Cal State Fullerton by providing exceptional customer service while pursuing a holistic safety vision through a tiered safety system in order to support a safe, inclusive and welcoming university for Titans to thrive. As a member of the CSUF PD, supports efforts in promoting an inclusive environment and will contribute towards ensuring diversity, equity, and inclusion are incorporated in department operations, programs, and services. Will regularly interact with other university departments and outside agencies for the completion of tasks, projects, as well as serve on various assigned committees. Will perform other duties as assigned.

Minimum Qualifications:*

A Bachelor Degree from an accredited university. At least ten years of law enforcement experience, including at least three years of experience at the rank of Sergeant and ten years of law enforcement. Has obtained a POST Intermediate or Advanced Certificate and a POST Supervisory Certificate. Ability to earn POST Management Certificate within the first three years of appointment. Able to effectively communicate in writing and verbally. Demonstrated ability to promote an inclusive safety culture supporting diversity, equity, and inclusion.

Required Qualifications:

Preferred Qualifications:

Master Degree in Criminal Justice, Sociology, Psychology, or related field.
University law enforcement experience. Ability to converse in a second language.

Special Conditions:

Incumbent must be able to operate emergency vehicle, firearms, computer, telephone, mobile phone, two-way radio and impact weapons.

License / Certification:

Valid California Driver License. California P.O.S.T. Peace Officer status or satisfaction of requirement upon employment to enable incumbent to enforce applicable laws as required as a peace officer in the State of California.

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:


35 - Total personnel supervised by Operations Lieutenant
 4 - Patrol Sergeants
 4 Patrol Corporals - 16 Police Officers
 1 Police K9 Officer
 1 Police Motor Officer
 9 Campus Safety Specialists (CSS is full-time unarmed civilian public safety professional)

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
45	Leads and Manages Patrol Operations: <ul style="list-style-type: none"> - Lead and manages the day-to-day patrol operations. - Oversees the efficient daily operation of patrol functions to support a safe, inclusive and welcoming university for Titans to thrive. - Consistently identifies and corrects operational deficiencies within areas of responsibility in an appropriate and timely manner in coordination with the Chief of Police. - Assures that employees remain in compliance with departmental vision, mission, values, procedures, policies and goals. Maintains accountability consistently amongst personnel. - Promotes a diverse and inclusive safety culture. - Leads the Peer Support team to actively support the well-being of all our personnel. 	Essential
25	Direct Supervisor to 4 Sergeants: <ul style="list-style-type: none"> - Leads, manages, supervises, mentors, and coaches four patrol sergeants. - Establishes clear expectations and ensures compliance through accountability. - Identifies and promotes opportunities for professional growth. - Completes annual performance evaluations of all patrol personnel with input from sergeants. 	Essential
10	Special Events and Operations Planning: <ul style="list-style-type: none"> - Responsible for continually assessing events for safety considerations and needs that are occurring at the university. - Participation in planning meetings with university partners, other stakeholders, and outside agencies. - Ensuring appropriate police and security staffing to support a safe event. - Creates and implements operation plans when appropriate. 	Essential
10	Patrol Administration: <ul style="list-style-type: none"> - Ensures Timesheets are submitted, reviewed, and approved within time constraints established internally and by the university. - Responsible for maintaining a training calendar and training files to ensure POST mandated perishable skills training compliance and provide continuing professional training (CPT) opportunities. - Establish and maintain fleet, equipment, and armory inventories and inspections. - Track and maintain efficient supplies necessary to support patrol operations. - Remain aware and ensure Peace Officer Bill of Rights are adhered to, and provided when applicable. - Remain aware and follow Collective Bargaining Agreements sections as applicable. - Support the review, development, and continual maintenance of department policies. - Provides continuity of operations as back up to the Investigations Lieutenant and may be the executive in charge of the department when the Chief of Police is out of the office and unavailable. 	Essential
5	Internal Department Audits: <ul style="list-style-type: none"> - In coordination with the Chief of Police, identify and establish regularly scheduled audits to support team member success and accountability within the patrol division, including but not limited to firearm inspections, fleet inspections, uniform inspections, report writing audits, body worn camera & fleet camera audits, training file audits, and others as appropriate. 	Essential
5	Other duties as assignend	Essential

SELECTION CRITERIA

 There are no items to show

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions**

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Frequently - Essential
Climbing:	Occasionally - Essential
Concentrating:	Constantly - Essential
Crawling:	Occasionally - Essential
Decision Making:	Frequently - Essential
Keyboarding and Mousing:	Frequently - Essential
Lifting or Carrying up to 10 lbs.:	Constantly - Essential
Lifting or Carrying up to 25 lbs.:	Constantly - Essential
Lifting or Carrying up to 50 lbs.:	Constantly - Essential
Lifting or Carrying over 50 lbs.:	Constantly - Essential
Performing Calculations:	Frequently - Essential
Pushing or Pulling:	Constantly - Essential
Reaching Overhead:	Frequently - Essential
Repetitive Motion of Upper Extremities:	Constantly - Essential
Sitting:	Constantly - Essential
Standing:	Frequently - Essential
Stooping Kneeling or Squatting:	Occasionally - Essential
Walking:	Constantly - Frequently

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1

Description:

Other Physical and Mental Req No.1 Frequency:

Other Physical & Mental Requirement No. 2

Description:

Other Physical and Mental Req No.2 Frequency:

Other Physical & Mental Requirement No. 3

Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

Environmental Requirements

Drive motorized equipment:	Constantly - Essential
Excessive Noise:	Occasionally - Essential
Hazards:	Constantly - Essential
Outdoor:	Constantly - Essential
Elevated Work:	Occasionally

Extreme Temperature (hot or cold): Frequently - Essential

Indoor (Typical office environment): Constantly - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Environmental Requirement No. 1
Description:**

Other Environmental Req No.1 Frequency:

**Other Environmental Requirement No. 2
Description:**

Other Environmental Req No.2 Frequency:

**Other Environmental Requirement No. 3
Description:**

Other Environmental Req No.3 Frequency:

Other Environmental Requirements:

POSTING DETAILS

Advertising Summary:

The University Police department is dedicated to pursuing a holistic safety vision to partner with students, staff, and faculty to support a safe, inclusive and welcoming university for Titans to thrive. We are seeking an exceptional individual to join our leadership team as the Operations Lieutenant. The ideal candidate in this role should have a positive attitude and an active, energetic mind that is characterized by highly ethical practices and a commitment to diversity, inclusion, equity, social justice, collaboration, problem-solving, innovation, flexibility, integrity, and kindness.

Advertisement text:

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USERS AND APPROVALS

Justification for Position:

Replacement for Captain Scot Willey. Position changed from a Captain to a Lieutenant that will be over the Investigations Lieutenant. The administrative services function will be transitioned among the UPD command staff. The administrative services function will be transitioned among the UPD command staff. Lieutenant Rob Mullaney will move to the Investigations Lieutenant assignment and the newly hired Lieutenant to replace Captain Willey's MPP position will be placed as the Operations Lieutenant.

Hiring Administrator:*

Anthony Frisbee

Email address: afrisbee@fullerton.edu

Approval process:*

FL - PD Approval (Staff/MPP) - Dept Head

1. MPP Supervisor:	Anthony Frisbee ✓ Approved Aug 20, 2024
2. Department Head/Associate Dean:	Anthony Frisbee ✓ Approved Aug 20, 2024
3. HR Classifier:	Jaime Yarnell ✓ Approved Aug 23, 2024
4. Appropriate Administrator/Dean:	Christine L. Muriel ✓ Approved Aug 26, 2024
5. Position Management:	FL-HRDI PM ✓ Approved Aug 26, 2024

HR/Faculty Affairs Representative:*

FL-HRDI Classifier

Email address: hrrecruitment@fullerton.edu