

**City of San José**  
**CLASS SPECIFICATION**

**Title: Crime Prevention Specialist FT/PT (2231/2232)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Police Department	Crime Prevention Supervisor	Non-exempt

**CLASS SUMMARY**

Under general supervision, performs a variety of non-sworn professional duties related to crime prevention community education, and security awareness including to plan, coordinate and facilitate neighborhood and community programs, activities, and events; to work with various groups, committees, and community leaders; to problem solve, strategize, and promote police and community partnerships and communications; and to provide professional support to an assigned supervisor. Performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is the first of two levels in the Crime Prevention series. This class differs from Crime Prevention Supervisor in that incumbents of the latter have supervisory duties and perform more complex crime analysis and strategy development.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

Completion of two years of course work (equivalent to 60 semester units or 90 quarter units) from an accredited college or university, including courses in criminal justice, public administration, social work, behavioral sciences, or a related field AND one year of experience in work concerned with the improvement of inter-group relations, delinquency prevention, community welfare, social development, community relations programs, or developing lesson plans and classroom teaching.

**Acceptable Substitution**

None.

**Required Licensing (such as driver's license, certifications, etc.)**

Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
  - Knowledge of:
    - The principles of counseling and guidance;
  - Ability to:
    - Relate to individuals at all socioeconomic levels across cultural lines.
    - Learn principles and practices for accessing the needs of the local community and a variety of community organizations.
    - Use sound judgment in recognizing the scope of authority.
    - Utilize appropriate safety procedures and practices for assigned duties.

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- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Problem Solving – Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Customer Service – Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Building Trust – Communicates an understanding of the other person's interests, needs and concerns; identifies and communicates shared interests and goals; identifies and communicates differences as appropriate; demonstrates honesty, keeps commitments, and behaves in an appropriate manner.
- Facilitation – Exhibits behaviors and techniques that enhance the quality of group processes.

**Additional Competencies and/or Desirable Qualifications**

**(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

- Knowledge of the principles and practices of crime prevention.
- Knowledge of the availability of social services aid from local, State and Federal agencies as they pertain to housing, medical aid, and counseling services.
- Knowledge of the basic functions of the Police Department.

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FREQUENCY*</b>
1.	Meets with community members in attempting to resolve neighborhood disputes, grievances, and other related social problems; identifies social conditions responsible for generating neighborhood disputes and takes appropriate action.	Daily
2.	Prepares and delivers lesson plans relative to the prevention of various crimes to include: burglary (residential and commercial), robbery, shoplifting, internal theft, fraud, credit card and check abuse, rape and sex-related crimes, and personal protection.	Daily

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3.	Participates with business and community members in designing crime prevention programs to meet specific needs to include recommending specific prevention apparatus, such as locking devices, alarm systems, and lighting systems.	Daily
4.	Plans, coordinates, facilitates, organizes, monitors, evaluates and prioritizes events and organizes courses of action related to a variety of crime prevention programs, community and neighborhood events and related issues.	Daily
5.	Researches information, creates, inputs, updates and/or revises files, databases, records, fliers, brochures, handouts, agendas, memos, letters, reports, charts, calendars, logs, lists, workbooks, surveys, and related items.	Daily
6.	May participate in the investigation of official complaints by accompanying the investigating officer, performing an educational role by interpreting the policy and procedures of the department, and explaining the conclusions arrived at as a result of the investigation.	As Required
7.	Performs other related work as required.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Lift, carry, push, and pull tools, equipment, and supplies weighing on average 25 pounds, or heavier, in all cases with the use of proper equipment;
- Communicate in person and over the telephone;
- Maintain professional demeanor during interactions with staff, customers, and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

**CLASSIFICATION HISTORY** (Formerly Community Relations Representative) (5/22/80), (Ret. 7/1/85), (F/T added 3/91), (Rev. 7/97), Rev. 10/24.