

City of San José
CLASS SPECIFICATION

Crime Prevention Supervisor (2234)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Police	Police Lieutenant	Non-exempt

CLASS SUMMARY

Under direction, this position oversees the San José Police Department's crime prevention outreach and community-based programs. Responsibilities include problem-solving, statistical analysis and collaboration with management to develop strategies addressing crime prevention issues.

DISTINGUISHING CHARACTERISTICS

This is the highest of two levels in the Crime Prevention series. This class is responsible for supervising and training Crime Prevention Specialists who liaise with the community to support and develop crime prevention activities and programs. This class differs from the Crime Prevention Specialist as it involves supervisory duties and more complex crime analysis and strategy development.

MINIMUM QUALIFICATIONS

Education and Experience

Two (2) years of undergraduate course work from an accredited college or university (equivalent to 60 semester units or 90 quarter units), including courses in criminal justice, public administration, social work, behavioral sciences, or a related field AND two (2) years of increasingly responsible experience in crime prevention or community outreach related to crime prevention.

Required Licensing and Certification

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.

Analytical Thinking - approaches a situation or problem by defining the problem or issue; identifies a set of features, parameters, or considerations to take into account, collects and analyzes data, uses logic and intuition to arrive at conclusions and recommendations.

Customer Service - demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently in a timely, accurate, respectful and friendly manner.

Communication Skills - communicates and listens effectively and responds in a timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current; well- organized, legible, concise, neat, and in proper grammatical form.

Team Work & Interpersonal Skills - develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Multi-Tasking - can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

Computer Skills - experience with common business computer applications including but not limited to: MS Outlook, MS Word, MS Excel, MS PowerPoint, MS Publisher and MS Access.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

Fiscal Management - Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts and procurements.

Leadership - leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment; encourages and rewards risk-taking, allowing others to learn from mistakes.

Supervision - sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources.

- Experience working in a department similar to the San José Police Department is desirable.

TYPICAL CLASS ESSENTIAL DUTIES

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (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:	FRE-QUENCY *
1.	Represent the Crime Prevention Unit (CPU) at administrative meetings within the department as well as collaborate with Council Offices, Mayor's Office, District Attorney's Office, various County Supervisor's Offices and other city and private organizations on crime prevention activities.	Daily/several times
2.	Provide crime prevention program oversight to include attending community meetings.	Daily
3.	Prioritize community calls on issues, such as increases in crime, burglary, prostitution, marijuana, homelessness, and gang violence.	Daily
4.	Recommend and implement operational efficiencies in the implementation of crime prevention programs and expand crime prevention efforts to meet community demands.	Weekly
5.	Work with the command staff to address community needs and make recommendations regarding prevention efforts.	Weekly
6.	Plan, assign and oversee the development of crime prevention programs, educational training, and community presentations for all ages in both public and private sectors.	Weekly
7.	Orient, train and evaluate Crime Prevention Specialists (CPS) in implementing the programs and provide feedback on their performance and results.	Weekly
8.	Review and evaluate community issues/concerns and work with CPS on follow-up.	Weekly
9.	Prepare statistical and narrative reports on crime data and program effectiveness to upper management.	Intermittent
10.	Facilitate and mediate neighborhood concerns, develop preventive strategies and coordinate with CPS in the organization of community events.	Intermittent
11.	Oversee unit payroll to ensure compliance with city policy, labor agreements, and federal guidelines.	As Required

12.	Perform various administrative and fiscal related duties and responsibilities as required to include the oversight of the unit's budget, development of performance appraisals, creation of council memos, and other duties.	As Required
13.	Performs other duties of a similar nature.	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 *Created 10/15, Rev. 10/24.*