

Compensation and Benefits

The West-Comm JPA offers a competitive salary and benefits package. The salary for this position is at \$8,500 - \$10,000 per month, DOQ. The benefits program includes:

- ◆ PERS Retirement: Classic Members: 2% @ 55 formula and single highest year. Employee pays the employee portion of 7%. New Members: 2% @ 62, three-year average final compensation, employees pay 50% of normal cost, which currently results in an employee contribution of about 6.5%.
- ◆ Medical Insurance: \$1,000 towards the monthly premium of employee only or employee & dependents. If employee has alternative coverage deemed appropriate by the agency, they are eligible to receive a cash allowance in lieu of benefits.
- ◆ Retirees Supplemental Health: Employees who retire from West-Comm with a minimum of 10 years of service will be provided up to \$200 per month (depending on years of service) to be applied for the cost of health insurance up to age 65 or becoming Medicare eligible (whichever comes first).
- ◆ Flexible Benefits Plan: The agency offers a §125 plan that allows employee to utilize pre-tax dollars for health care, dependent day care and premium expense contributions.
- ◆ Dental Insurance: 100% of the PERS dental insurance premium for employee coverage.
- ◆ Vision Plan: 100% of premium for employee and dependent coverage.
- ◆ Vacation: Accrual rate of 6.667 hours per month equaling a total of 80 hours annually in first year of employment. Accrual rate increases by eight hours annually with each additional year of service up to 11 years.
- ◆ Holidays: 10 assigned holidays and two floating holidays are provided annually.
- ◆ Sick Leave: Accrual rate of eight hours per month equaling a total of 96 hours annually.
- ◆ Cellular Telephone Allowance: \$75 monthly.
- ◆ Auto Allowance: \$100 monthly.
- ◆ Additional Benefits: Tuition Reimbursement, life insurance, short-term disability insurance.



The Process

To be considered for this exceptional career opportunity please submit (email preferred) a cover letter of interest, resume, salary history and contact information including email addresses for five work-related references (references will not be contacted until mutual interest is established) to:

Bill Avery or Paul Kimura
Avery Associates
3½ N. Santa Cruz Ave, Suite A
Los Gatos, CA
E-mail: jobs@averyassoc.net

Final filing date: November 27, 2015

If you have any questions regarding this position, please feel free to contact Bill Avery or Paul Kimura at 408.399.4424.



West Cities Police Communications Center

*invites your interest
for the position of*

Police Communications Director



The Region and the Agency

West Cities Police Communications Center (West-Comm) is a Joint Powers Agency formed by the cities of Cypress, Los Alamitos, and Seal Beach to provide police dispatch services for these member cities and to contract dispatch service to the Orange County Parks Rangers. The three member agencies are situated in highly desirable western Orange County. West-Comm serves a combined population of over 85,000 residents and covers a service area of 23 square miles.



West-Comm started service within a newly constructed communications center in October 1997. The center is located at the Seal Beach Police Department, just 1 mile from the ocean and the historical Old Town District. The agency's focus is to provide quality public safety services and 9-1-1 police dispatching services to its three member cities and Orange County Parks Rangers.

Dialing 9-1-1 in any of the cities served by West-Comm connects the caller to a professionally trained public safety dispatcher who determines the nature of the emergency and manages dispatch of the appropriate emergency service response. West-Comm dispatchers answer approximately 21,000 9-1-1 calls annually. Calls that require the assistance of paramedics or fire personnel are transferred to the Orange County Fire Authority. West-Comm service standards are to dispatch Priority 1 emergency calls within 30 seconds.

The Organizational Mission

West-Comm's mission is to provide effective, efficient service to all citizens in their time of need; ensure a safe environment for all JPA officers and field personnel; maintain professional conduct and commit to perform to the best of each individual's ability at all times.



The Position and Ideal Candidate

West-Comm is a civilian managed organization whose dispatchers process approximately 97,000 police incidents annually. Three elected city council members, one from each member city, govern and set policy for West-Comm. The Police Communications Director reports directly to the city managers from the three cities and is expected to work closely with the three police chiefs and three appointed council members.

The Police Communications Director manages day-to-day West-Comm operations, serves as the custodian of property and records of the agency and its Personnel Officer. West-Comm has 19 full time positions:

- ◆ 12 Dispatchers
- ◆ 4 Lead Dispatchers
- ◆ 1 Dispatch Manager
- ◆ 1 Office Assistant
- ◆ 1 Police Communications Director

A key priority is the implementation of a newly selected Computer Aided Dispatch and Records Management System (CAD RMS). This project requires a strong background as both a project manager and "power" user in ensuring a smooth transition. The Police Communications Director will also be responsible for West-Comm's 800 MHz radio upgrade.

Candidate will be responsible for coordinating emergency operation and training efforts for West-Comm member cities. Duties will include working with member cities' police departments to prepare and update Emergency Operations Plans, regularly train staff in all member cities on Emergency Operations Center responsibilities, prepare and coordinate periodic Emergency Operation Center (EOC) exercises, and act as the EOC emergency preparedness liaison for all member cities.

Another priority area is the on-going commitment to efficient service quality and improving response times. The West-Comm Users' Group, consisting of dispatchers, police officers, and park rangers provides feedback and recommendations to facilitate optimum service levels, safety and consistency in dispatching. The Users' Group has served as a key role in ensuring the partner agencies remain flexible and adapt to change in order to deliver high quality, efficient dispatch services. Developing an effective relationship with the Users' Group is an important priority for the new Police Communications Director.

The ideal candidate will be a proactive leader with excellent administrative, budget and operational skills. Experience supporting a public safety communication system including EMS and/or dispatch operations is desirable along with knowledge of emergency communication systems.



Exceptional interpersonal and communication skills are essential to this role as the new Police Communications Director is expected to maintain close working relationships and proactive lines of communication with the various constituents of the JPA. The required background will include a combination of education and direct experience that would be equivalent to Bachelor's degree and at least three years supervising or managing staff within a dispatch, EMS, public safety entity or other government operation.

