

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

COMMUNITY RELATIONS ASSISTANT TO THE POLICE CHIEF - 1355

DEFINITION:

Under direction, to perform varied, difficult, and sensitive liaison work in community and minority group relations for the Police Department; to perform general law enforcement and crime prevention duties; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Provides liaison between the minority community and the Police Department;
- Reports directly to the Police Chief or his designated alternate and identifies and interprets minority community problems;
- Makes recommendations on training, policies, philosophies, and other matters that affect minority community relations;
- Advises police officers in establishing and maintaining effective relations with all citizens and citizen groups;
- Meets with citizens, community groups, and representatives of public and private agencies to discuss matters concerning law enforcement;
- Represents the Chief of Police at civic presentations;
- Attends community events to establish a positive working relationship;
- Communicates to the minority community the concerns and activities of the Police Department;
- Identifies police behavior that is contrary to department policy;
- Responds to emergency calls;
- Serves as a resource to other officers by providing information and identifying and solving special problems.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Successful completion of 60 semester or 90 quarter college units or an Associate's Degree, **OR** possession of a California Intermediate P.O.S.T. certificate; **AND** four years of paid experience as a sworn peace officer performing the full range of law enforcement duties, including a minimum of one year as a Police Officer in the San Diego Police Department in Media Affairs, Public Relations, Community Relations, or Crime Prevention.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**