



DEPARTMENT NOTICE

21-145
10/13/21

Position Opening: Staff Services Division – Recruitment Unit Officer

The Staff Services Division, Recruitment Unit is accepting applications for the full-time position of Recruitment Officer.

Duties include but are not limited to:

- Recruitment Officers set up recruitment booths at job fairs, colleges, workshops, street fairs, and community events.
- Recruitment Officers conduct test preparation sessions for applicants, tracks applicants' status through the hiring process and act as a mentor for applicants.
- Recruitment Officers coordinate advertising, coordinate events with various City Agencies and other SFPD Units.

Schedule:

- **Day shift: (10-hour days), Monday to Thursday or Tuesday to Friday**

*The Recruitment Officer may be presented with requests to work some weekends, overtime, extended hours, and travel out of town/state.

Minimum Qualifications

1. Hold the rank of Officer.
2. Must have completed probation as an Officer with SFPD.
3. Must have a minimum of 5 years, sworn law enforcement experience.

Desirable Qualifications

- A positive personnel history including supervisory recommendations, performance evaluations, DABOR record, Internal Affairs disciplinary record, EEO history, DPA complaints, and lawsuit history.
- POST Instructor Development Certificate
- Bilingual fluency in Cantonese, Mandarin, or Spanish to assist the Department in communicating with the community to be of service and provide access to monolingual audiences and build the Department's relationships with non-English-residents.
- Working knowledge of related Collaborative Reform Initiative (C.R.I.), Racial Equity Action Plan (R.E.A.P), SFPD's Strategy Statement.
- Excellent public speaking skills
- Positive role model

- Flexibility to travel
- Work well in group settings and independently
- Organizational skills and time management skills
- Experience using social media
- Computer skills (typing, Excel, PowerPoint, Eventbrite)

Selection Procedures for Staff Service Recruitment Unit Officers:

Note: All Members, including members currently assigned within the Recruitment Unit, shall apply if interested in the positions.

Step 1: Deadline

- **The application deadline will be 30 days after the date of this email.**

Step 2: How to apply

- Email Application (blank application attached): to SFPDHR@sfgov.org
Subject: Recruitment Officer. Once your application is received, you will receive a confirmation email within 1 business day.
- Applicants who previously applied for positions within this unit, and who were not selected, shall re-apply if still interested in the positions.

Note: Resumes are optional and may include work experience, education, POST course work, awards, special skills, and references.

Step 3: Selection Process

The selection process will consist of:

- A review of submitted applications and resumes (if included) to ensure all applicants meet the minimum requirements.
- Candidates who meet the minimum qualifications will be invited to participate in an oral interview. Please email SFPDHR@sfgov.org with any questions.

Once a candidate is selected, the process is complete. If additional positions in the unit become available a new notice will be issued.

Applicants for this assignment must be able to perform the essential job functions of a sworn member with or without reasonable accommodation. Members should contact the Department's Americans with Disabilities Act Coordinator, Penny Si, at 415-837-7221 with any questions regarding the essential job functions of a sworn member as they relate to reasonable accommodations.



WILLIAM SCOTT

Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.

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Date: _____

Name: _____ Star#: _____
Last First MI

Cellphone: _____

Department E-Mail: _____

Current Scheduled & Days off: _____

Previous Law Enforcement Experience:

Dept/Agency(s) _____

Position/rank _____ yrs. _____ Months _____

Dates of Appointment (previous Dept/ Agency):

Start Date _____ End Date _____ yrs. _____ Months _____

Date of Appointment (SFPD):

Officer Start Date _____ End Date _____ yrs. _____ Months _____

Probation End Date _____

Current Assignment: _____ Start Date _____ yrs. _____ Months _____

Supervisor: _____ Commanding Officer: _____

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Reason for requesting assignment to the position:

Education:

Training:

Department Experience (List previous assignments and length of time assigned):

Relevant experiences, special knowledge, skills and/or abilities:

IF NECESSARY, PLEASE ATTACH ADDITIONAL SHEETS TO ANSWER THE ABOVE QUESTIONS

Signature:

Date: