

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Indio Area / Indio Communications Center		DIVISION Border Division		
CIVIL SERVICE CLASSIFICATION TITLE Public Safety Dispatch Supervisor I		BARGAINING UNIT S07	TENURE Permanent	TIME BASE Full-Time
POSITION NUMBER 388-630-1662-001		CURRENT DATE 01/20/2026		
DESIGNATED POSITION FOR CONFLICT OF INTEREST ☐ YES ☒ NO	CONFIDENTIAL DESIGNATION ☐ YES ☒ NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY		
		APPROVED BY		DATE

FUNCTION OF POSITION

Under the direction of the Public Safety Dispatch Supervisor II, the Public Safety Dispatch Supervisor I is responsible for planning, organizing, and assigning work to a group of twenty-two dispatch personnel for the Indio Dispatch Center. The PSDSI may assist with the 24-hour operation of the dispatch center.

SUPERVISION RECEIVED

The Public Safety Dispatch Supervisor I reports directly to and receives the majority of their assignments from the Public Safety Dispatch Supervisor II. However, direction and assignments may also come from the Indio Area Commander.

SUPERVISION EXERCISED

The Public Safety Dispatch Supervisor I provides direction to twenty-two Public Safety Dispatchers.

WORKING CONDITIONS

SPECIAL PERSONAL CHARACTERISTICS

Consistently reports to work on time with a minimum of absences; willingness to work nights, weekends, holidays, overtime, and at unusual hours is required; has emotional stability and even temperament; willingness and initiative to take independent action; performs tasks accurately; positive attitude; adapts to shifting demands of the job; performs effectively under stress and time pressure; tolerates a confined work space with sitting and/or standing for prolonged periods; shows interest in serving the public; shows respect and consideration for others; maintains confidentiality of information; works productively without supervision; dependable; self-motivated; mature; and a team-player.

PERCENTAGE OF TIME PERFORMING DUTIES

Essential Functions

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| 55% | Plans, organizes, and assigns work to a group of employees; provides and conducts training in the operation of communications equipment and CHP procedures; prepares and coordinates employees' work schedules; reviews and evaluates employees' work performance; participates in the selection of new communications personnel; supervises or personally performs, when necessary, normal and/or the most difficult dispatch duties, and operates communications equipment; reads equipment displays and various visually demanding written materials, such as maps, printouts, reports, etc.; assists with the management of a communications center by performing a wide variety of routine staff work and administrative duties; reads and interpret a wide variety of reports, memorandums, manuals, correspondence, labor contracts, rules and regulations, etc.; prepares or oversees preparation of a variety of records and reports, memorandums, correspondence, and operating manuals; ensures that communications equipment is fully operational and evaluates new software programs and system enhancements; provides leadership and support team-building efforts. |
| 25% | Responsible for understanding policies and procedures of local, State, and Federal law enforcement databases; the Department's computer-aided dispatch system; principles of effective writing and the Department's required format, style, etc., for written materials; effective supervisory and management principles and techniques; Federal, State, and Department rules, regulations, and practices governing the operation of a communications center; departmental regulations, personnel practices, and provisions of labor contracts related to selection, evaluation, and discipline of employees; basic techniques of effective communications; the organizational structure, goals and objectives of the Department, and functions of other sections; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment. |
| 10% | Operates general office equipment and computers; reads and understands a variety of job-related materials; performs basic arithmetic; effectively communicates verbally; analyzes, evaluates, develops, interprets, and applies operational policies, procedures, rules, and regulations; writes effectively, composes written reports, and reviews and edits subordinates' written work; performs normal dispatch duties and operates communications equipment; applies the principles, methods, and techniques of effective personnel management and supervision, and demonstrates leadership qualities; effectively organizes |

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	and assigns work, determines priorities and prepares or adjusts work schedules, identifies training needs and provides training to staff, and evaluates employee job performance; meets and deals tactfully with the public, news media, and other government agencies; ensures that communications equipment is operational and properly maintained, and recommends replacement or upgrading; effectively promotes equal opportunity in employment and maintains a work environment that is free of discrimination and harassment.
5%	Processes/prepares audio recordings for the courts, law firms, sergeants, allied agencies and others requesting them.
	<u>Non-Essential Functions</u>
5%	Performs other job related duties within the classification, as assigned.
TOTAL	100%

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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