

**DUTY STATEMENT**

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Ukiah Area/150		DIVISION Northern			
CIVIL SERVICE CLASSIFICATION TITLE Public Safety Dispatch Supervisor I		BARGAINING UNIT S07	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-150-1662-001		CURRENT DATE 04/01/2026			
DESIGNATED POSITION FOR CONFLICT OF INTEREST <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CONFIDENTIAL DESIGNATION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY			
APPROVED BY				DATE	

FUNCTION OF POSITION  
Under the direction of the Commander, the Public Safety Dispatch Supervisor I is responsible for direction and implementation of Public Safety Dispatcher responsibilities for the Ukiah Communications Center.

SUPERVISION RECEIVED  
The Public Safety Dispatch Supervisor I reports directly to and receives the majority of their assignments from the Captain.

SUPERVISION EXERCISED  
The Public Safety Dispatch Supervisor I provides direction to six Public Safety Dispatchers.

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
50%	The Public Safety Dispatch Supervisor I must be proficient with the Computer-Aided Dispatch (CAD) system and may be required to work floor positions, on regular time and overtime. Prepares annual and probationary performance appraisals for dispatch personnel. Reviews and documents performance issues on monthly CHP 100PSD, Job Performance Summary/ Public Safety Operator/Dispatcher, forms and incident reports. Prepares memorandums, correspondence, briefing items, civilians' complaints, and other written staff work related to personnel and/or the operations of the Dispatch Center, including reports on occupational injuries (CHP 121, Employer's Report of Occupational Injury and Illness) as well as necessary hiring paperwork and interviews.
20%	Responsible for all Dispatch Center personnel training. Develops training materials and programs for organizational orientation and technical training. Ensures quality and uniformity of training. Maintains trainee progress records, performance records and training materials. Determines training needs and provides for continued training, assistance and periodic performance evaluations after conclusion of the formal training period.
15%	Performs peripheral duties related to the operations of the Dispatch Center as assigned: coordinate with field and allied agency commands, telephone and radio equipment reports, organize files, Custodian of Records requests, CAD updates, requisitions, equipment maintenance/repairs, etc.
10%	Coordinates and prepares monthly and daily work schedules for Public Safety Dispatchers, including preplanned or unscheduled overtime. Ensures master schedule changes are documented. Reviews all attendance records for the shift and approves/disapproves overtime claims. Reviews and initials all absence requests.
	<b>Non-Essential Functions</b>
5%	Perform other job-related duties within the scope of the classification, as assigned.
<b>TOTAL</b>	<b>100%</b>

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**Public Safety Dispatch Supervisor I**

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388-150-1662-001

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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