

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052

CURRENT

COMMAND/ORGANIZATIONAL UNIT Ventura / Communications Center		DIVISION Coastal		
CIVIL SERVICE CLASSIFICATION TITLE Public Safety Dispatcher	BARGAINING UNIT R07	TENURE Permanent	TIME BASE Full-Time	INTERMITTENT HOURS PER MONTH
POSITION NUMBER 388-765-1663-039		CURRENT DATE 07/06/2026		
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 supervisor/manager class title, the Public Safety Dispatcher is responsible for general scope of responsibility for the work unit/section/Division/office.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

N/A

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

All Functions Are Essential

- | | |
|-----|---|
| 35% | Performs as service desk back-up for the radio dispatcher which includes answering telephone calls and providing the telephone service for the following:

a. 9-1-1 emergency cellular telephone calls
b. calls from allied agencies
c. callbox calls
d. media calls
e. calls from the general public |
| 30% | Operates voice radio in accordance with rules and regulations promulgated by FCC and the California Highway Patrol. Relays All Points Bulletins to all mobile units. Operates radio/telephone and computer-aided transmitting and receiving equipment; selecting receivers and transmitters and adjusting volume controls; dispatching mobile units or other equipment to specific points as required; making requests for ambulances, tow trucks, fire-fighting, sheriff, police, allied agency units, and other emergency services as requested or required by officers in the field. |
| 20% | Makes entries and inquiries into the California Law Enforcement Telecommunications System (CLETS), California Electronic Records Tracking (CERT) as requested/required and communicates those messages as directed. Enters information regarding incarcerations, storages of vehicles, injuries and fatal traffic accidents on appropriate forms or into the CHP 144 system. Utilizes various office related equipment ie; fax, copier, scanner and printer. |
| 10% | Provides on-the-job training and prepares corresponding written evaluations. |

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5%	<u>Non-Essential Functions</u>
	Other duties, within the scope of 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

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
Amanda Hunt		06/17/2026