STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Monterey Area / Communications Center	Coastal			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Public Safety Dispatch Supervisor I	S07	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-730-1662-001	11/03/2026			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY	DATE
☐ YES ☑ NO	☐ YES ☑ NO		

FUNCTION OF POSITION

Under the direction of the Public Safety Dispatch Supervisor II, the Public Safety Dispatch Supervisor I is responsible for daily operations for for the Monterey Communications Center (MCC).

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.

SUPERVISION EXERCISED

The Public Safety Dispatch Supervisor I provides supervision to multiple Public Safety Dispatchers (PSD).

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
55%	Provides supervision for the PSDs assigned to MCC. Perform periodic audits of Computer-Aided Dispatch (CAD) messages, radio voice recordings and telephone stats. During personnel shortages or periods of emergencies, performs dispatch duties.
20%	Prepares a variety of reports to include: annual/probationary reports and occupational injury reports. Prepares censurable and commendable incidents reports, investigates and prepares citizens' complaints, adverse actions, and rejections requests. Initiates repair requests for equipment; telephone, headsets, etc. Reviews and documents performance issues on Monthly Job Performance Summary, CHP 100PSD, Job Performance Summary/Public Safety Operator/Dispatcher,forms. Prepares and documents monthly quality assurance reviews. Prepares briefing items.
10%	Processes/prepares audio recordings for the courts, law firms, Sergeants, allied agencies, and others requesting them.
10%	Develops training materials and programs for organizational orientation and technical training. Ensures quality and uniformity of training. Determines training needs and provides for continued training, assistance and periodic performance evaluations after conclusion of the formal training period.
	Non-Essential Functions
5%	Performs other job-related 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