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SAN FRANCISCO

Lieutenant, (Police Department) Recruitment #cbt-0q60-057258

Department:	Police
Analyst:	Saru Cownan
Date Opened:	7/15/2011 8:00:00 AM
Filing Deadline:	7/29/2011 11:59:00 PM
Salary:	\$138,320
Job Type:	CBT Discrete
Employment Type:	Full-Time

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INTRODUCTION

A Q-60 Lieutenant is a first-level manager in the San Francisco Police Department and may be assigned to the Operations, Administration, Special Operations, and Airport Bureaus. In general, a Lieutenant's duties may include, but are not limited to: direct and coordinate field operations, incidents and events; manage, administer and document station activities; conduct, coordinate and document administrative investigations; train and evaluate personnel; analyze and formulate operational plans and priorities; interact with internal and external individuals, organizations and departments; and manage, coordinate, and evaluate investigative operations. Lieutenants routinely perform other law enforcement activities. For a more detailed listing of the Lieutenant's job duties, please refer to the Q-60 Lieutenant Job Analysis Executive Summary.

MINIMUM QUALIFICATIONS

Sworn members of the SFPD who will have three years of permanent status in the rank of Q 50 Sergeant as of 10/03/11 are eligible to apply for this examination.

OR

Sworn members of the SFPD who have been permanent 0380 Inspectors for a minimum of one year (after serving for two years as Assistant Inspector) AND who are participating in the Field Operations Supervisory Program as of the close of the application period are eligible to apply for this examination. These members will not be eligible for appointment until they have successfully completed the one-year Field Operations Supervisory Program.

HOW TO APPLY

Applications for this recruitment will be accepted through an online application process from 8:00 AM, July 15, 2011 through 11:59 PM, July 29, 2011.

As a first step when filing an application, select an e-mail address you will maintain throughout the examination process to receive all official communications. Next, visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process:

- Select the desired job announcement (Scroll through the list of jobs)
- Select "Apply" and read and acknowledge the information
- Select either "I am a New User" if you have not previously registered, or "I have Registered Previously"
- Follow instructions on the screen

Computer kiosks are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Upon successful submittal of the application online, you will receive an e-mail acknowledging the receipt of the application. If you have difficulty submitting your application online or if you have any questions regarding this recruitment or application process, please email the exam analysts at DHR-PoliceExams@sfgov.org or call Richard Marshall, at 415-551-8943 or Saru Cowman, at 415-551-8947.

SELECTION PROCEDURES

The selection process will consist of a written exercise and two oral exercises. It is anticipated that all components will be administered between October 1 and December 16, 2011. Qualified applicants will be notified by mail of the exact date, time and location for the examination components. A final passing score will be established. Only those who attain a final score above the pass point will appear on the eligible list.

Q-60 Lieutenant Examination Preparation Guide: A description of the examination components, including component weights, will be included in the Preparation Guide. The Preparation Guide will also list knowledge and abilities that may be evaluated by each test component. The Preparation Guide is scheduled to be released in September 2011. Qualified applicants will be notified when the Preparation Guide becomes available.

Certification Rule: The certification rule for the eligible list resulting from this examination will be Rule of Ten (10) Scores. When making appointments, the Appointing Officer will consider the following job-related secondary criteria: assignments, training, education, community involvement, special qualifications, commendations/awards, bilingual certification, and disciplinary history.

Eligible List: The duration of the eligible list resulting from this examination will be thirty-six months.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CONCLUSION

Notes

1. All examination procedures are subject to the Civil Service Commission Rules, Volume II, Uniformed Ranks of the San Francisco Police Department which is available at <http://www.sfgov3.org/index.aspx?page=300>, and the policies and procedures of the Department of Human Resources.
2. The City and County of San Francisco reserves the right to revise the examination plan if appropriate.
3. An applicant/eligible that changes his or her contact information (name, mailing address, phone, etc.) after having filed an application must promptly go to CCSF's employment website: www.jobaps.com/sf. Click on "Update My Contact Info" button located on the top of the page. Log-in to your JobAps account by entering both UserID and password. Enter your new address/contact information. Click on the "Update Contact Information" button again (located at the very bottom of the page). Failure to maintain current contact information may result in loss of eligibility.
4. Qualified candidates with disabilities requiring reasonable accommodation for this examination process must contact the examination analyst by phone at 415-551-8947 (Voice) or, if hearing impaired, (415) 557-4810 (TDD), or in writing to Public Safety Team, Dept. of Human Resources, 1 South Van Ness Avenue, 4th Floor, San Francisco CA 94103 (specify Class Q-60) or fax to (415) 551-8945 as soon as possible.
5. Applicants are advised to make copies of all items submitted to the Department of Human Resources Public Safety Team.
6. General Information concerning City and County of San Francisco Employment Policies and Procedures can be found at: <http://www.sfdhr.org/index.aspx?page=20>

Q-60 Lieutenant – Promotive
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Micki Callahan, Human Resources Director
Department of Human Resources
Public Safety Team (SC) (415) 551-8947

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, typically a 7.5% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

Click on the link below to apply:

[Fill out the Application
NOW using the
Internet.](#)



Contact us via conventional means.

You may contact us by phone at (415) 557-4800, or apply for a job in person at the Department of Human Resources.

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