

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
CHIEF SERGEANT-AT-ARMS
SENATE SERGEANT-AT-ARMS**

SUMMARY OF POSITION:

The California Senate Chief Sergeant-at-Arms is an office and employee of the Senate (Cal. Gov. Code, 59170), charged with managing a team of Sergeants and other personnel within the Office of the Sergeant-at-Arms. The office provides security, support, and oversight for Senate floor sessions and committee hearings, so that the legislative process can proceed efficiently and unencumbered. The office also provides security to individual Senators and legislative staff, supervises public visitors, investigates and responds to threats within the Senate, assists with medical emergencies, and conducts emergency evacuations. The Chief Sergeant and Sergeant-at-Arms staff are sworn peace officers in accordance with California Penal Code Section 830.36

ESSENTIAL DUTIES:

The incumbent will manage the services and activities of the Office of the Senate Sergeant-at-Arms; implement the office's objectives, policies, and procedures. Supervise Sergeant-at-Arms and other personnel; make recommendations to the Senate Committee on Rules to hire, train, evaluate, discipline, and terminate personnel.

Provide security and supervision to the Senate Chambers, public gallery, and committee rooms. Detain and arrest individuals of the public if necessary to keep order within the Senate. Provide staff assistance to the Senate President pro tempore and other Senators. Enforce Senate and committee rules and execute the commands of the Senate President pro tempore.

Represent the Office of the Sergeant-at-Arms to other departments, elected officials and outside agencies. Attend and participate in professional conferences and meetings; maintain awareness of developments in the field of law enforcement, personal protection, emergency services and related support services.

Respond to and take command of threats, emergencies, and disasters on the California Capitol grounds, in collaboration with the California Highway Patrol and the Assembly Sergeant-at-Arms. Advise on the acquisition and maintenance of the office's equipment and vehicles, maintain safety standards for personnel and equipment. Maintain knowledge of current legal authorities, including court decisions, statutes, and regulations, pertinent to the office's operation.

Oversee the service of subpoenas to friendly and hostile witnesses for Senate proceedings. Oversee maintenance of the Senate's employee identification system. Oversee and implement training on CPR, first aid, and blood-borne pathogens.

MINIMUM QUALIFICATIONS:

Ten (10) years of professional experience in law enforcement or a similar field, preferred. Five (5) years of management or supervisory experience within a complex public sector or private organization, preferred.

California POST-certified status as a peace officer preferred. Adequate time would be afforded to candidates outside of the state to become California POST-certified by completing POST courses or meeting POST-specified waiver requirements. Strong writing and analytical skills, and the ability to communicate with diverse groups of people.

Ability to maintain confidentiality and integrity in dealing with sensitive legislative matters. Ability to work additional hours, and to travel within and outside of California, on short notice and based upon business needs. Ability to meet the physical requirements for the safe and effective performance of assigned duties. Candidates must pass a background check.

DESIRED QUALIFICATIONS:

Bachelor's degree from an accredited college or university.
Experience working with elected officials.

SALARY AND FILING DATE:

Salary range is from \$10,590 to \$16,530 per month. Applications will be accepted until position is filled

TO APPLY:

To be considered for this position, please submit a cover letter, resume, Senate Application (found at: https://www.senate.ca.gov/sites/senate.ca.gov/files/3089_application_employment_senate_extended_0718.pdf) and the names of six (6) work related references including two (2) supervisors, two (2) direct reports, and two (2) colleagues to the following address or email:

California State Senate Human Resources
1020 N Street – Room 571
Sacramento, CA 95814
Attn: Cathy Rogenmoser

Cathy.Rogenmoser@sen.ca.gov