

Bedford Heights is Hiring



ALWAYS THERE |  | **ALWAYS READY**

Bedford Heights is accepting **Lateral Transfer** applications for 911 Dispatchers

Requirements:

- U.S. citizen, 18 or older
- Valid Ohio driver's license
- High school diploma, GED, equivalent
- Employed as Dispatcher within last 2 years
- Have at least 1-year of 911 dispatch experience (2080 hrs.)



Pay range: **\$47,777^{.60} – \$57,428^{.80}**
 \$22.97 – \$27.61 /hr.

plus full benefits: healthcare package, OPERS pension, vacation, PTO, & more

Application Info: Application begins on the next page

Submission Instructions: Accepting applications from **January 15 – February 23, 2024**



In-Person at Bedford Heights City Hall: 5661 Perkins Road

- Monday – Friday 10:00am-4:30pm



Placed in the secure drop box at City Hall's main door (rear of bldg.)

- weekend/after-hours

OR



Mailed to ATTN: Stephanie 5661 Perkins Rd. Bedford Hts, OH 44146



Include copies of any relevant certifications with application



For questions or more info call Stephanie at 440.786.3213

CIVIL SERVICE APPLICATION

Lateral Transfer Dispatcher



Check All that Apply

Information Release Form _____

_____ 1-yr. Dispatch experience

Affirmative Action Form _____

_____ Dispatcher in past 2 yrs.

Date: _____ Time: _____

Civil Service Commission • City of Bedford Heights
Mayor Phillip Stevens

Pre-Employment Questionnaire / An Equal Opportunity Employer

PERSONAL INFORMATION

Name (First then Last)		Social Security No. (required) - -		
Address	Apt. #	City	St.	Zip
Are you 21 years or older? Yes <input type="checkbox"/> No <input type="checkbox"/>		Email Address		
Valid Ohio driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/>		Contact info:		
License # _____		Cell phone # _____		

DESIRED EMPLOYMENT

Position Dispatcher	Date you can start	Salary desired \$
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we inquire of your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, after <input type="checkbox"/>	
Ever applied with this city before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Department?	When? (mm/yyyy)
Ever worked for this city before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Department?	When? (mm/yyyy)
Name of supervisor at this city:		Reason for leaving:

How did you hear about this opening? Please write which channel/source/platform

<input type="checkbox"/> Newspaper _____	<input type="checkbox"/> Radio(station) _____	<input type="checkbox"/> Social Media _____
<input type="checkbox"/> Job Board _____	<input type="checkbox"/> Friend _____	<input type="checkbox"/> Other _____

EDUCATION

School	Name & City, State of School	Years Attended	Graduate?	Subjects Studied
High School				
College				
Trade, Business or Correspondence School				

FORMER EMPLOYERS Below, list the **last three** employers, **beginning** with the **MOST RECENT**.

Name of present or last employer		Job title	Full time or Part time?	
Address		City	St	Zip
Start date	End date	Starting Pay	Final Pay	
Supervisor's Name, Title		May we contact your supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone	
Description of work				
Reason for leaving				

Name of present or last employer		Job title	Full time or Part time?	
Address		City	St	Zip
Start date	End date	Starting Pay	Final Pay	
Supervisor's Name, Title		May we contact your supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone	
Description of work				
Reason for leaving				

Name of present or last employer		Job title	Full time or Part time?	
Address		City	St	Zip
Start date	End date	Starting Pay	Final Pay	
Supervisor's Name, Title		May we contact your supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone	
Description of work				
Reason for leaving				

REFERENCES Provide names of **three** people you are **NOT RELATED TO** and have **KNOWN AT LEAST ONE YEAR**

	Name	City & State	Phone	Years Known	Reference Type Professional / Social
1					
2					
3					

PERSONAL HIGHLIGHTS Please note any special awards, honors, etc. you want us to know

SERVICE RECORD

Branch of Service	Location Stationed
Rank at Discharge	Discharge Date

Authorization • DO NOT SIGN UNTIL in front of a NOTARY PUBLIC

I certify that the information contained in this application are true and complete to the best of my knowledge, and understand that if employed, any falsified statements on this application will be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the city from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the city has any authority to enter any agreement for employment for any specified period or to make any agreement contrary to the foregoing, unless it is in writing and signed by the mayor.

SIGNATURE

DATE

STATE OF OHIO
CUYAHOGA COUNTY, SS:

Sworn to and subscribed before me this _____ day of _____, 20_____.

Signature of Notary Public



DIVISION OF POLICE

CITY OF BEDFORD HEIGHTS

5661 PERKINS RD | BEDFORD HEIGHTS | OH 44146



PHILLIP STEVENS
Mayor/Safety Director

MICHAEL MAROTTA
Bedford Hts Police Chief

Release of Information Authorization

I, _____, presently residing at the following address:
(print name)

(address:) _____, have applied for
employment with the City of Bedford Heights.

I have been advised and fully understand that the Bedford Heights Police Department will conduct a thorough investigation of my background, to assist in determining my suitability for employment.

I understand that during this background investigation the Bedford Heights Police Department will make inquiries of, but not limited to, officials and records of schools I have attended; police departments and/or courts with whom I have a conviction record; financial standing; past and present employers; and other person(s) who may be able to provide information about me, that the City of Bedford Heights desires.

I further understand that I will be required to submit to fingerprinting at the Bedford Heights Police Department and that a copy or computer-generated copy of my fingerprints will be sent to the Ohio Bureau of Criminal Identification and Investigation, for the purpose of determining my criminal conviction record.

I hereby give permission and waive all provisions of law prohibiting any school official, court, police agency, credit bureau, employer, firm, or person from disclosing knowledge or information they have concerning me which is requested or desired by the City of Bedford Heights and/or the Bedford Heights Police Department for the purpose of employment background inquiry.

I recognize the right of the City of Bedford Heights and the Bedford Heights Police Department to treat, at its discretion, certain sources and confidential, and their right to withhold from me or my agent, the names of such confidential sources and information obtained therefrom.

Signature: _____

Date: _____

Witness: _____

Print name: _____

Acting under a bona fide affirmative action program by the federal government, the City of Bedford Heights requests the following information for statistical purposes only:

Sex: _____

Race: _____

National origin: _____

Religious preference: _____

It is Bedford Heights's policy to be fair and impartial in all relations with employees and applicants for employment.

DO NOT WRITE ON THIS PAGE ~ INTERVIEWER USE ONLY

Interviewed by:	Date	
Comments		
NEED MODIFICATION?		
<input type="checkbox"/> NO	<input type="checkbox"/> YES (specify)	<input type="checkbox"/> License / Photo ID checked

Interviewed by:	Date	
Comments		
NEED MODIFICATION?		
<input type="checkbox"/> NO	<input type="checkbox"/> YES (specify)	<input type="checkbox"/> License / Photo ID checked

BACKGROUND CHECK

Reported by:	Date	
<input type="checkbox"/> RECOMMENDED	<input type="checkbox"/> NOT RECOMMENDED	
Polygraph	<input type="checkbox"/> NOT REQUIRED <input type="checkbox"/> PASSED ON _____ <input type="checkbox"/> DID NOT PASS	
Significant Concerns?		

Date Hired	Department	Position
Salary / Wages	Start date	Will Report

Approved 1	MAYOR	Date
Approved 2	DEPT HEAD	Date
Approved 3	FINANCE DEPT	Date

After hire applications are kept in personnel files in payroll office, otherwise Civil Service applications are with the Civil Service Secretary.

E. CONTRACT; SALARY; BENEFITS. The city is under a contract with Fraternal Order of Police Lodge 67 and the Ohio Labor Council. The bargaining unit contains all full-time Dispatchers in the Police Department.

- 1. UNION MEMBERSHIP; DUES.** An employee may join the collective bargaining unit. Such membership is voluntary and solely within the discretion of the employee.
- 2. PROBATIONARY PERIOD.** A Dispatcher must serve a probationary period of six months. If the conduct, capacity, fitness, or aptitude of a probationary employee is unsatisfactory, he or she may be discharged at the sole discretion of the Appointing Authority at any time. Such employee shall not be subject to the grievance procedure. If an employee is voluntarily terminated from city employment within one year, he or she is required to reimburse the city all educational and training costs, including travel expense.

3. SALARY (base pay).

<u>Employment</u>	<u>2024</u>
Hire – 6 mo.	\$22.97
6 – 18 mo.	\$24.85
18 + mo.	\$27.61

- 4. OTHER BENEFITS AND REQUIREMENTS.** The Contract explains other benefits including longevity compensation; pension payments to the Police and Fire Pension Fund; acting officer pay; overtime; proficiency allowance; compensatory time up to 60 straight time hours; payment for training and court time; call-in time; vacation of 2 weeks after one year of continuous service; 13 paid holidays per year; group health care, dental, vision and drug insurance benefits upon completion of the enrollment period or after 3 months of continuous active service; life insurance of \$20,000 with an additional \$20,000 through payroll deduction; sick leave of 3.1 hours for each 80 hours of service; injured-on-duty benefits; funeral leave; leaves of absence; and clothing and uniform maintenance allowances. The Contract also explains seniority, grievance procedures, and arbitration rights. All employees may be required to submit no more than once per year to a complete physical and stress test related to ability of the employee to perform the job.

FURTHER INFORMATION MAY BE REQUESTED.

