



## **POLICE COMMUNICATIONS SPECIALIST FACT SHEET**

The University of South Florida St. Petersburg Police Department serves a community of approximately 6,650 students, faculty and staff.

**MINIMUM QUALIFICATIONS:** A high school diploma and one year of telephone/switchboard experience required (appropriate college coursework or vocational/ technical training may substitute at an equivalent rate for the required experience). Weekend and holiday hours required. FCIC/NCIC computer certification required (Department will provide this training). Background investigation required including fingerprint check through the FBI.

**POST EMPLOYMENT REQUIREMENT:** New employees will be required to complete the state approved Public Safety Telecommunicator course and pass the state license examination.

**ANNUAL SALARY:** \$25,000

**WORKWEEK:** The basic work schedule is forty (40) hours in a 1-week period. Time-and-a-half paid for all additional hours physically worked over forty (40) hours.

**HOLIDAYS:** Nine (9) paid holidays per year, plus one (1) personal day, and two (2) floating holidays designated by the University President.

**ANNUAL LEAVE:** Earn 104 hours for first 5 years, 130 hours for 5-10 years and 156 hours for 10 years or longer if in a full paid status. Any annual leave hours accrued in excess of 240 hours at close of business on 12/31 each year will be converted to sick leave hours.

**SICK LEAVE:** Earn 4 hours each biweekly when in a full pay status (104 hours per year). There is no maximum number of sick leave hours that may be accrued.

**EDUCATION:** Eligible employees may enroll in USF credit courses, up to six credit hours each semester. Some classes are excluded (music performances, directed research, research, internship, etc.).

**OTHER BENEFITS:** Two retirement plans are available: the FRS Investment Plan, a 401(k)-type retirement plan, with 6% employer contributions plus 3% required employee contributions; and the FRS Pension Plan, a traditional retirement plan, which allows employees to retire after 30 years of creditable service (33 years if initial FRS enrollment date is on or after July 1, 2011) regardless of age (3% required employee contributions). Workers' Compensation Program available for work-related Injury.

**OPTIONAL BENEFITS:** The State/University offers a variety of low cost insurance and savings benefits to include: medical, dental, long and/or short term disability, flex accounts for child care dependents and medical reimbursement for those employees interested. A variety of personal investment products are also offered.

The University of South Florida St. Petersburg is an Equal Opportunity/Affirmative Action Employer.