

EXECUTIVE RECRUITMENT



PROFESSIONAL STANDARDS OFFICER LONG BEACH FIRE DEPARTMENT





MISSION: *The mission of the Long Beach Fire Department is to protect lives, property and the environment, improving the quality of life and safety of the community.*

THE COMMUNITY

Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 470,000) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, and the annual Acura Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 6.5 million visitors a year. The City is also home to California State University, Long Beach, and Long Beach City College. Cal State Long Beach is the second largest university in the state and was recently ranked the No. 3 best- value public college in the nation. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. Known for its livable and desirable neighborhoods, Long Beach was named by America's Promise Alliance as one of the 100 Best Communities for Young People two years in a row. While it offers all the amenities of a large metropolis, many say Long Beach offers the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.



CITY GOVERNMENT

Long Beach, a charter city formed in 1897, is governed by nine City Council Members elected by district and a city-wide elected Mayor. Other elected officials include the City Attorney, City Auditor, and City Prosecutor. The elected officials are elected to staggered four-year terms. The City Council appoints the City Manager and City Clerk. The City Manager is responsible for the efficient administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. Long Beach is one of only three cities in California with its own Health Department and one of the very few municipalities with its own Utilities Department (Water and Gas) and Energy Resources Departments.

The City is supported by a FY 2024 total budget of approximately \$3.3 billion with a General Fund budget of \$719 million. More than 6,000 full and part-time employees support municipal operations with the vast majority being represented by twelve employee associations. To learn more about the City of Long Beach, go to: www.longbeach.gov

LONG BEACH FIRE DEPARTMENT

The Long Beach Fire Department (LBFD) has over 550 budgeted employees and increases to over 700 total employees. LBFD operates an annual operating budget of approximately \$189 million and a revenue budget of over \$56 million. The mission of the Fire Department is to protect lives, property and the environment, while improving the quality of life and safety of the community. The Fire Department is committed to fostering a culture based on the following core values: Pride, Respect, Family, Commitment, Trust, Teamwork. The Department has five bureaus: Executive, Business Operations, Fire Prevention, Operations and Support Services.

Additional information on the Department can be found at <https://www.longbeach.gov/fire>

THE POSITION

The Professional Standards Officer (PSO) is a new at-will management position created as part of the Long Beach Fire Department's Fiscal Year 25 budget to lead the newly established Professional Standards Division (PSD). The PSD is responsible for improving the Fire Department's professional standards through education, training, policy modernization, and the establishment of clear investigative procedures. The PSO and its division will be housed in the Executive Bureau and will report directly to the Fire Chief and supervise two civilian staff.

KEY RESPONSIBILITIES

Education-Based Discipline & Training

- Develop and implement an education-first approach to discipline, focusing on training and prevention rather than punitive measures.
- Provide quarterly training on professional standards, retaliation prevention, leadership development, and industry case studies.
- Ensure all department members, including seasonal and temporary staff, receive inclusion and belonging training in alignment with city initiatives.
- Foster a culture of accountability and professional growth through structured mentorship programs.



Policy Modernization & Digital Access

- Lead the modernization of department policies to reflect current operations, legal standards, and industry best practices.
- Develop a centralized, user-friendly digital policy platform for easy access by all employees.
- Work closely with the City Attorney, HR, and labor unions to ensure all policies align with city regulations and labor agreements.
- Conduct annual policy reviews to maintain compliance with local, state, and federal laws.
- Act as a liaison between the Fire Department, HR, and union leadership to build trust and maintain transparency.
- Attend monthly meetings with the City Attorney's Office to discuss disciplinary matters and compliance with legal requirements.

Investigations & Compliance

- Lead and oversee all internal investigations, ensuring they are objective, thorough, and legally sound.
- Ensure compliance with the Firefighter Bill of Rights, ensuring fair and transparent disciplinary processes.
- Work closely with the City Attorney's Office to ensure legal consistency in investigations and discipline procedures.
- Establish a project management strategy to ensure multiple investigations are completed in a timely manner.
- Serve as the point of contact with multiple contract attorneys and external attorney firms to complete investigations.

Labor Union & Stakeholder Engagement

- Establish proactive engagement with the union president and labor representatives to address concerns and align on policy enforcement.

Customer Service & Internal Professionalism

- Ensure high professional standards in both internal and external interactions, fostering a culture of respect and professionalism.
- Address customer service-related complaints and concerns, both from the public and within department operations.
- Implement strategies to enhance morale and trust between leadership and department personnel.





REQUIREMENTS TO FILE

Minimum Qualifications

- Bachelor's degree in Criminal Justice, Public Safety Management, Public Administration, Public Policy, or a related field.
- At least three (3) years of professional experience in public safety policy development, community-facing programs, and project management.
- At least one (1) year of experience in a supervisory or management role.
- Must be willing to work irregular days and hours as needed.
- Must be willing to work predominantly onsite.

Preferred Qualifications

- Juris Doctorate (JD) or Master's Degree in a relevant field.
- Prior experience in labor relations, HR investigations, or public safety internal affairs.
- Strong knowledge of HR laws, labor agreements, and the Firefighter Bill of Rights.
- Experience in inclusion and belonging training and policy implementation.
- Demonstrated experience in developing and implementing digital policy platforms.

IDEAL CANDIDATE WILL DEMONSTRATE

- **Leadership & Adaptability:** Ability to balance coaching, mentoring, and enforcement in a high-stakes public safety environment.
- **Legal & Investigative Expertise:** Knowledge of legal standards, internal affairs investigations, and fair labor practices.
- **Policy Development & Technology Integration:** Experience modernizing policies and implementing digital solutions for policy management.
- **Union Collaboration & Conflict Resolution:** Ability to proactively engage with labor unions, resolve disputes, and build trust among stakeholders.
- **Confidentiality & Diplomacy:** Strong discretion in handling sensitive personnel matters, investigations, and disciplinary processes.
- **Public Safety Culture Awareness:** Understanding of fire department operations, structure, and cultural nuances, while maintaining an objective and fair disciplinary approach.



COMPENSATION AND BENEFITS

Long Beach Fire Department is prepared to offer an attractive salary and benefits package for the selected candidate. The salary range for this position is \$106,051.905-\$151,501.529 (DOE). Appointment to this position is expected to be at or below the midpoint \$128,776.717 of the salary range, however, the final amount will be carefully determined based on the candidate's knowledge, skills, qualifications, and an evaluation of internal equity within the organization.



APPLICATION PROCESS

Candidates must submit an application packet including:

1. A cover letter detailing their qualifications and vision for the Professional Standards Officer role.
2. A resume highlighting relevant experience.
3. Respond to the following supplemental question:

Describe a complex workplace investigation or disciplinary process you have managed. What was the outcome, and what strategies did you use to ensure fairness and compliance?

The application packet must be submitted electronically. To be considered for this outstanding opportunity, please submit a compelling letter of interest, resume and response to the supplemental question above electronically to: psolbfd@thehawkinscompany.com. The recruitment will close on **April 17, 2025**.

For additional information or confidential inquiries, please contact a member of our consulting team (The Hawkins Company).

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EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach values diversity and is committed to creating an inclusive and equitable workplace. All qualified applicants will receive consideration for employment regardless of race, color, religion, sex, national origin, disability, or veteran status.

The City of Long Beach is an **Equal Opportunity Employer**. We value and encourage diversity in our workforce. The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.

The City of Long Beach will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You are not required to disclose your criminal history or participate in a background check until you receive a conditional job offer. If the City of Long Beach has concerns about a conviction that is directly related to the job after making a conditional job offer and conducting a background check, you will have the opportunity to explain the circumstances surrounding the conviction, provide evidence to mitigate concerns, or challenge the accuracy of the background report. Find out more about the Fair Chance Act by visiting <https://calcivilrights.ca.gov/fair-chance-act>

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-7915.