



Agenda Report

Fullerton City Council

MEETING DATE: JULY 17, 2018

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: KENNETH A. DOMER, CITY MANAGER

PREPARED BY: GRETCHEN BEATTY, HUMAN RESOURCES DIRECTOR
LAURA GIANNETTI-MERCER, HUMAN RESOURCES
MANAGER

SUBJECT: PERSONNEL MANAGEMENT SYSTEM CHANGES

SUMMARY

To consider changes to the classification plan, approve the new and revised classification specifications and delete the superseded or outdated specifications.

RECOMMENDATION

Adopt Resolution No. 2018-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING AND DELETING CERTAIN CLASS SPECIFICATIONS FROM THE PERSONNEL MANAGEMENT SYSTEM AND AMENDING APPENDIX A OF RESOLUTION 2016-23 (FULLERTON MANAGEMENT ASSOCIATION) AND THE APPENDIX OF RESOLUTION 2016-66 (DESIGNATED CITY OF FULLERTON EMPLOYEES REQUIRED TO FILE A CONFLICT OF INTEREST DISCLOSURE STATEMENT)

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statement/s:

- Fiscal and Organizational Stability
- Public Safety.

FISCAL IMPACT

The annualized cost for the new classification of Forensic Supervisor is approximately \$135,630.

The annualized cost for the new classification of Police Communications Supervisor is approximately \$135,630. This will be offset by the elimination of a Lead Police Dispatcher valued at approximately \$121,950 for a net annualized cost of \$13,680.

The annualized cost for the classification of Police Technical Services Manager is approximately \$154,490. This position was previously budgeted and no change in salary is recommended.

No additional appropriation is required as all salary costs were included within the adopted 2018-2019 budget.

DISCUSSION

Police Chief Hendricks conducted an evaluation of staffing needs in the Crime Scene Investigation (CSI) unit, the Communications Bureau and the Records Bureau to determine if revisions could be made to improve operational efficiencies. After a careful analysis, Chief Hendricks, with the support of Human Resources, proposes the following changes:

CREATE A FORENSIC SUPERVISOR CLASSIFICATION TO SUPERVISE THE CSI UNIT

Until recently, the CSI unit was supervised by a Personnel and Training Police Sergeant who was concurrently supervising the Personnel and Training Division, Communications Bureau, and Police Property and Evidence and Vehicle Maintenance staff. Given the rotating nature of the assignment as well as the span of control, the supervising sergeants had limited training and expertise regarding best practices, training requirements, and technical and legal requirements of a CSI operation.

The work performed by the CSI unit is often critical to ensuring that those guilty of crimes are held accountable and to exonerate those that are innocent. In addition, maintaining a crime lab requires a considerable amount of paperwork – both to thoroughly document each crime scene examination or collection and to create, maintain and update standard operating procedures.

Due to the technical expertise required to effectively supervise the CSI unit, staff proposes creating the class specification for a nonsworn Forensic Supervisor and assigning it to Salary Range 585 (\$71,687 - \$87,136) in the Fullerton Management Association which places it approximately 16% above Forensic Specialist II (SR 470 \$58,752 - \$74,984). Supervisor positions are typically placed at a salary range which provides for a 10% to 15% increase above the staff supervised.

Placement at Salary Range 585 will place Forensic Supervisor on par with Sewer Supervisor, Water Production Supervisor, Water Distribution Supervisor and Code Enforcement Supervisor which all require technical expertise in their respective fields.

As part of the 2018-19 budget, the Police Department proposed and City Council approved the addition of a Forensic Supervisor therefore funding exists for this position.

The addition of a supervising position in the CSI unit will allow the Personnel and Training Sergeant to dedicate much needed attention to the recruitment of both entry level and lateral police officers. In addition, the Sergeant will be able to refocus on other administrative duties such as policy updates and training audits, which have been backlogged for a number of years

REVISE THE CLASS SPECIFICATION OF POLICE COMMUNICATIONS MANAGER AND RETITLE IT POLICE COMMUNICATIONS SUPERVISOR

Similar to the CSI unit, the Communications Center has been supervised for several years by a Police Sergeant assigned to Personnel and Training who concurrently supervised the Crime Scene Investigation unit as well as the Personnel and Training Division and Police Property and Evidence and Vehicle Maintenance staff.

Additionally, the Communications Center produces a unique work product with regulations unfamiliar to most sworn law enforcement personnel. The Communications Center is a Public Safety Access Point (PSAP) and, as such, follows standards and operating procedures set forth by the California Office of Emergency Services.

Given the span of control of the Police Sergeant assigned to supervise Communications, a Lead Police Dispatcher has been taking on the day to day tasks of providing supervisory oversight including ensuring the center personnel are aware of and following state guidelines. This is especially challenging as Lead Police Dispatchers are “working” dispatchers and tasked with staffing emergency phone lines and dispatching personnel to emergency scenes.

Although the supervisor will perform dispatching duties on an as-needed basis or during complex calls for emergency or a major police incident, the primary responsibilities of the position will be to plan, organize, supervise, and review the work of personnel assigned to the Police Department’s Communications Center. By appointing a dedicated supervisor, Lead Dispatchers will no longer be tasked with the administrative and supervisory duties allowing for a greater focus on lead duties including emergency dispatching and training functions.

Human Resources staff has reviewed the existing classification of a nonsworn Police Communication Manager and, in conjunction with the Police Department, proposes amendments to the classification to reflect the current functions of the position. Staff has also determined that the level of responsibility as well as the salary (Salary Range 585) of the position are more in line with those of a supervisor and recommend that the classification be retitled to Police Communications Supervisor and remain assigned to Salary Range 585 (\$71,687 - \$87,136) in the Fullerton Management Association. This places it approximately 21.5% above Lead Police Dispatcher.

As part of the 2018-19 budget, the Police Department proposed and Council approved the upgrade of a Lead Police Dispatcher to Police Communications Supervisor which maintains the same number of employees in the Communication Center. Necessary funding was included in the adopted budget.

The addition of a Police Communications Supervisor position will allow the Personnel and Training Sergeant to dedicate more time to recruitment and training and other critical administrative tasks.

REVISE THE CLASS SPECIFICATION OF POLICE TECHNICAL SERVICES MANAGER

Police Technical Services Manager was last revised in 2002. Proposed changes to this classification are made at the request of the Police Department. Amendments include the elimination of oversight of the Property unit which has been transferred to Personnel and Training as well as updated language to reflect the updated functions of the position. Revisions have also been made to the Knowledge Of and Ability To statements to make it consistent with recently revised manager classifications. No change is recommended to the salary range.

Attachments:

- Attachment 1 – PowerPoint Presentation
- Attachment 2 – New Forensic Supervisor Class Specification
- Attachment 3 – Updated Police Communications Supervisor Class Specification (redline version)
- Attachment 4 – Updated Police Technical Services Manager Class Specification (redline version)
- Attachment 5 – Draft Resolution 2018-XX