



Agenda Report

Fullerton City Council

MEETING DATE: SEPTEMBER 18, 2018

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: KENNETH A. DOMER, CITY MANAGER

PREPARED BY: GRETCHEN BEATTY, HUMAN RESOURCES DIRECTOR
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MANAGER II

SUBJECT: PERSONNEL MANAGEMENT SYSTEM CHANGES

SUMMARY

Consideration of changes to the personnel classification plan based on revised classification specifications and recommended deletion of superseded specifications.

RECOMMENDATION

1. Adopt Resolution No. 2018-XX.
RESOLUTION NO. 2018-XX - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING AND DELETING CERTAIN CLASS SPECIFICATIONS FROM THE CITY OF FULLERTON PERSONNEL MANAGEMENT SYSTEM
2. Authorize necessary budget revision.

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 classification of Police Records Supervisor is approximately \$113,800. This will be offset by the elimination of a Police Records Shift Leader valued at approximately \$104,700 for a net annualized cost of \$9100.

No additional appropriation is required as sufficient funding is available in the 2018-19 budget for this cost.

DISCUSSION

POLICE RECORDS SHIFT LEADER AND POLICE RECORDS SUPERVISOR:

It is the current practice of the Fullerton Police Department to utilize sworn law enforcement officers or jailers to conduct strip searches of inmates when brought to the City of Fullerton jail. Per Penal Code §4030 (k)(1):

A person conducting or otherwise present or within sight of the inmate during a strip search or visual or physical body cavity search shall be of the same sex as the person being searched, except for physicians or licensed medical personnel.

The City of Fullerton jail facility houses both male and female inmates. In order to remain in compliance with Penal Code §4030 (k)(1), female prisoners subject to a strip or physical body cavity search must be searched by a female. However, in the absence of available female police officers or jailers, Police Records Division personnel are required to perform this task which is referred to as Matron duty. This includes all Police Records Clerks, Police Records Specialists, Police Records Shift Leaders and Police Records Supervisors assigned to the Police Records Division. As such, in accordance with the Penal Code, incumbents performing Matron duty must be of the same gender as the inmates. With the exception of Police Records Supervisor, incumbents required to perform as Matrons receive an additional five percent of base pay in accordance with the Memorandum of Agreement between the City and the Fullerton Municipal Employee Federation. Police Records Supervisor do not receive any additional pay for performing as a Matron.

Recently, Human Resources conducted two separate external recruitments to fill a vacant Police Records Shift Leader position. The first recruitment was conducted in early 2018. Due to the Matron requirement, only candidates who met the requirement under Penal Code Section 4030(k)(1) were considered. 42 applications were received of which nine were disqualified due to Penal Code Section 4030 k)(1) (21%). Only five applicants met the qualification guidelines and special requirements and were invited to interview for the position. Only two were successful and placed on the eligible list. The Fullerton Police Department interviewed both candidates and deemed only one as suitable for the position. However, the candidate opted to not pursue this position and withdrew from the recruitment process.

A second recruitment was initiated in May 2018. 26 applications were received of which six were disqualified due to Penal Code Section 4030(k)(1) (23%). Only six applicants were invited to interview for the position of which three did not report to the interview and the remaining three did not achieve a passing score.

Due to the challenges experienced in filling this vacancy, the Police Department has requested to upgrade one budgeted Police Records Shift Leader position to Police Records Supervisor. The records functions within the Police Department is a critical component handling a multitude of necessary functions and maintaining budgeted staffing level is vital to the success of this division. Recruiting at this higher level will

attract a greater number of police records professionals who are looking to promote into a supervisory position. Also, given that the records division operates on a 24-hour schedule, the inclusion of a Police Records Supervisor will provide additional supervisory coverage during hours not covered by the Police Technical Services Manager.

In order to expand the applicant pool when recruiting for Police Records Shift Leader or Police Records Supervisor, the Police Department has requested to eliminate the required Matron duties for these two classifications. Staff has reviewed this request and concurs with the recommendation. By eliminating Matron duties as a requirement, all interested applicants will be eligible for consideration for the position. In addition, as performing Matron duties can be viewed as a less than attractive task, individuals who may have opted to not apply for the position due to this requirement may now consider this a more desirable position and pursue employment with the Fullerton Police Department. Matron duties / pay will be available to Police Records Shift Leaders who are interested and meet the qualification requirement under Penal Code Section 4030(k)(1).

Currently, the Police Department is budgeted for two Police Records Shift Leaders, three Police Records Specialists and 12 Police Records Clerks all of which perform Matron duties. The removal of this requirement for Police Records Shift Leader and Police Records Supervisor will not impact operations as there is sufficient staff to cover the needs of the Fullerton Police Department jail facility when a female Police Officer or Jailer is not available.

In addition to changes to the Special Requirements, standardized revisions have been made to the Qualification Guidelines for both positions. No change is recommended to the salary range for either classification.

POLICE CADET SERIES

The class specification for Police Cadet and Senior Police Cadet was last revised in October 2002. When originally conceptualized, the Police Cadet program was intended to provide an opportunity for those interested in a career as a Police Officer a chance to work in a law enforcement environment. Given that U.S. citizenship is required to be a Police Officer in the State of California, the same is required of Police Cadets and Senior Police Cadets with the expectation that they will become Police Officers. However, over the years, the Cadet program has transformed and now offers more diverse opportunities including non-safety careers such as parking control enforcement, crime scene investigation, and emergency dispatching. As the program has grown to encompass more than sworn law enforcement, the requirement of U.S. citizenship should only apply to Police Officer applicants. Staff recommends that this requirement be removed from this class specification and that Police Cadet candidates be required to satisfy the requirements of the Immigration Reform and Control Act of 1986 and provide proof of the right to work in the United States upon receiving an offer of employment.

In addition to changes to the Special Requirements, standardized revisions have been made throughout the classification specification. No change is recommended to the salary range for either classification.

DIRECTOR OF PUBLIC WORKS

The classification specification for Director of Public Works was established in October 2015 following the merger of the Maintenance Services and Engineering Departments to become the Public Works Department.

Currently, the Special Requirements for this classification includes possession of a certificate of registration as a Professional Civil Engineer with authorization to practice in California which allows the Public Works Director to act as the City Engineer. This same requirement is in place for the Water System Manager – Assistant City Engineer resulting in both the Director of Public Works and Water System Manager – Assistant Engineer able to act as the City Engineer. The City Manager has requested that registration as a Professional Civil Engineer be restated as a desirable qualification rather than a requirement for the Director of Public Works. Making this change would not be precedent setting as other Orange County cities similarly constructed the specifications for their equivalent classifications. With the pending recruitment for Director of Public Works due to the upcoming retirement of the current incumbent, the revision to the Special Requirement will broaden the applicant pool and attract candidates with varied professional backgrounds. Should the successful candidate possess a certificate of registration as a Professional Civil Engineer, he / she would be able to serve as the City Engineer while conversely the Assistant City Engineer would serve as City Engineer.

Along with changes to the Special Requirements, a revision has been made to the definition to more broadly reflect the scope of responsibility of the Public Works Director. No change is recommended to the salary control point for this classification.

Attachments:

- Attachment 1 – Draft Resolution No. 2018-XX
- Attachment 2 - Updated Police Records Shift Leader Class Specification (redline)
- Attachment 2 – Updated Police Records Supervisor Class Specification (redline)
- Attachment 3 – Updated Police Cadet Series Class Specification (redline)
- Attachment 4 – Updated Director of Public Works Class Specification (redline)