

RESOLUTION 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

THE CITY COUNCIL OF THE CITY FULLERTON HEREBY RESOLVES AS A FOLLOWS:

Section 1: The following revised class specifications (attached hereto) are hereby adopted:

<u>Title</u>	<u>Effective Date</u>
Director of Public Works	September 2018
Police Records Supervisor	September 2018
Records Shift Leader	September 2018
Police Cadet Series	September 2018

Section 2: The following class specifications are hereby deleted from the classification plan:

<u>Title</u>	<u>Date Established</u>
Director of Public Works	October 2015
Police Records Supervisor	December 2006
Police Records Shift Leader	December 2006
Police Cadet	October 2002

Section 3: This resolution shall be effective September 18, 2018.

ADOPTED BY THE FULLERTON CITY COUNCIL ON September 18, 2018

Douglas B. Chaffee
Mayor

ATTEST:

Lucinda Williams, City Clerk

Date

POLICE RECORDS SHIFT LEADER

Definition:

Under general direction coordinates, leads and monitors the work of police records staff on an assigned shift; participates in the processing and maintenance of police department reports, records and files; and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

- Reviews report requests from the public and performs quality control audits on all incoming crime reports.

- Coordinates, leads and monitors the work of police records staff as assigned.

- Directs, schedules, trains and assists in the evaluation of assigned staff.

- Monitors attendance of assigned staff and reviews and approves time reports and vacation requests/schedules.

- Coordinates the Live Scan applicant fingerprinting service with other users to include equipment maintenance, fee collection/billing and appointment scheduling.

- Prepares monthly statistical reports for the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ) which verify the accuracy and completeness of records.

- Prepares for and participates in DOJ, Criminal Offender Record Information (CORI) and National Crime Information Center (NCIC) audits.

- Acts as a certified trainer for the California Law Enforcement Telecommunications System (CLETS).

- Evaluates recordkeeping processes, equipment and supply levels and recommends changes and improvements.

- Interprets and explains rules, regulations and department procedure.

- Responds to questions and complaints regarding policies and practices.

Makes recommendations as to the revision and maintenance of instruction manuals for staff use.

Assists assigned staff with a variety of work and provides technical direction and support.

Operates a personal computer, printer, applicable software and typewriter to prepare a wide variety of documents and reports, process forms and produce correspondence.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

If qualified in accordance with the applicable California Penal Code, may act as a matron to ensure the security of female prisoners including patting down and strip-searching female prisoners and visually checking all orifices of the body of a female prisoner.

May lift and move boxes of files and other items weighing 30 pounds or less.

Class Characteristics:

Police Records Shift Leader is a multi-incumbent class in the Police Department. Incumbents lead, direct and provide technical assistance to staff on an assigned shift dealing with sensitive law enforcement data and engaged in a variety of police records activities. Incumbents personally perform the more difficult police records management duties, exercise a substantial degree of responsibility and independent judgment and solve work related problems independently.

Contacts and Relationships:

A Police Records Shift Leader establishes and maintains contact with other Police Department staff. Additional contact will occur with law enforcement representatives from other agencies, court officials and the general public.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

Laws, court practices and departmental procedures relating but not limited to subpoenas, warrants, evidence, trial proceedings, privacy protections and criminal records.

Police records filing, coding and recordkeeping/records management systems.

Applicable federal, state and local laws and ordinances pertaining to the release, storage and destruction of police records.

English usage, spelling, grammar and punctuation.

Basic principles of supervision and training.

Computer applications related to area assigned.

Business math.

Telephone procedures and etiquette.

Report writing.

AND

Ability to:

Perform a variety of responsible and sensitive recordkeeping work and maintain the confidentiality of information as prescribed by law.

Lead, coordinate, direct and organize the work of others and train assigned staff.

Use independent judgement and initiative and make sound decisions in accordance with established procedures and policies.

Determine how individual cases should be handled based on departmental policies.

Perform the more difficult and technical records management duties with little or no supervision and handle multiple projects.

Understand and carry out oral and written instructions independently.

Assemble data and prepare reports.

Apply rules, regulations and policies applicable to the area assigned.

Independently set up and maintain records and complex files.

Adhere to multiple deadlines and handle multiple projects.

Make accurate mathematical calculations.

Operate a personal computer and use applicable software.

Communicate effectively orally and in writing.

Serve the public by telephone and at a public counter in situations which may be stressful; meet the public with courtesy and tact.

Establish and maintain effective relationships with those contacted in the course of work.

Read and write at the level required for successful job performance.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school.

AND

Experience:

Four years of increasingly responsible police records related experience including some lead or supervisory experience.

Special Requirements Include:

Type at a net speed of 45 words per minute.

Must be able to successfully pass a Police Department pre-employment screening process.

Certification as a trainer for the California Law Enforcement Telecommunications System (CLETS) within 12 months of appointment to this classification.

Must be able to work a flexible schedule including rotating shifts, overtime, emergency callback, nights, holidays and weekends to accommodate department needs.

Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:

If assigned to the Police Records Division may perform as a matron.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and requires sitting for prolonged periods of time and the use of a computer, keyboard and related equipment. The incumbent stands, walks and may twist, reach, bend, crouch and kneel, climb stairs and ladders and grasp, push, pull, drag and move boxes of files and other office items weighing 30 pounds or less. If performing matron duties the incumbent may deal with combative prisoners, be exposed to prisoner-related health hazards including blood and other bodily fluids/products, communicable diseases and human-borne parasites. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised September 2018

Revised December 2006

Revised July 2002

Established November 1988

POLICE RECORDS SUPERVISOR

Definition:

Under general direction coordinates the daily operations of the Records Division of the Police Department; supervises the work of staff involved in the processing of information documenting police activities; performs the more difficult and complex report preparation duties and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Coordinates and monitors Records Division scheduling including the development of rotational work assignments, approval of vacation requests and overtime availability posting.

Assigns work and ensures that all functions are being performed and each area is adequately staffed.

Acts as primary review authority for crime report releases, audits crime reports and performs quality control checks on incoming crime reports.

Prepares subpoena duces tecums for the Records Division.

Trains, supervises, evaluates and assists in the selection of staff involved in the processing of information documenting police activities.

Explains policies, procedures and objectives to assigned staff.

Oversees the Live Scan fingerprinting program to include resolving program scheduling issues, program billing reconciliation and monitoring program hardware and software maintenance.

Coordinates and conducts mandated training and recertification of department staff relative to police records/crime information as needed.

Prepares records/crime reports for inspection/audit by Department of Justice (DOJ) auditors, assists with DOJ audits and implements changes as needed.

Coordinates and ensures compliance with DOJ monthly quality checks regarding California Law Enforcement Telecommunications System (CLETS) related data.

Operates a personal computer, printer, applicable software and typewriter to prepare a wide variety of documents, reports, forms and independently compose correspondence.

Responds to nonroutine questions and requests for information.

Performs the full range of duties of a Police Records Shift Leader and/or Police Records Specialist.

Performs a variety of computer related duties including trouble shooting the Records Division network and mainframe and changing backup tapes.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

May lift and move boxes of files and other items weighing 30 pounds or less.

If qualified in accordance with the applicable California Penal Code, may perform as a matron to ensure the security of female prisoners including patting down and strip-searching female prisoners and visually checking all orifices of the body of a female prisoner.

Class Characteristics:

Police Records Supervisor is a single incumbent management position in the Police Department with specific responsibility for coordinating daily operations of the Records Division. The incumbent performs the most difficult and technical police records duties and exercises a high degree of responsibility and independent judgment.

Contacts and Relationships:

The Police Records Supervisor establishes and maintains contact with other Police Department staff. Additional contact is made with law enforcement representatives from other agencies, court officials, the general public and other City staff.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class including the following:

Knowledge of:

Laws, court practices and departmental procedures relating but not limited to subpoenas, warrants, evidence, trial proceedings, privacy protections and criminal records.

Police records filing, coding and recordkeeping/records management systems.

English usage, spelling, grammar and punctuation.

Principles and techniques of supervision related to the direction, evaluation and training of subordinates.

Negotiating and conflict resolution techniques.

Public relations and customer service techniques.

Computer applications related to area assigned.

Business math.

Report writing.

AND

Ability to:

Analyze, interpret, apply and enforce applicable federal, state and local policies, procedures, laws, regulations and department policies.

Effectively and efficiently schedule, supervise, train and organize the work of assigned staff; develop, schedule and participate in training programs.

Perform a variety of highly responsible, difficult and sensitive recordkeeping work and maintain the confidentiality of information as prescribed by law.

Adhere to multiple deadlines and handle multiple projects.

Determine how individual cases should be handled based on departmental policies.

Understand and carry out oral and written directions and use independent judgement and initiative; make sound decisions in accordance with established procedures and policies.

Coordinate work efforts with other police units.

Assemble data and prepare reports.

Apply rules, regulations and policies applicable to the area assigned.

Exercise tact, courtesy and diplomacy in understanding problems, explaining regulations and recommending solutions.

Make accurate mathematical calculations.

Read and write at the level required for successful job performance.

Operate a personal computer and use applicable software.

Communicate effectively orally and in writing.

Meet the public with courtesy and tact.

Establish and maintain effective relationships with those contacted in the course of work.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Associates Degree from an accredited college in Business Administration, Public Administration or a closely related field.

AND

Experience:

Four years of increasingly responsible police records experience including one year of lead or supervisory experience.

Special Requirements Include:

Must be able to successfully pass a Police Department pre-employment screening process.

Certification as a trainer for the California Law Enforcement Telecommunications System (CLETS) within 12 months of appointment to classification.

Must be able to work a flexible schedule including overtime, emergency call back, shift work, nights, holidays and weekends to accommodate City needs.

Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:

May perform as a matron.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and requires sitting for prolonged periods of time and the use of a computer, keyboard and related equipment. The incumbent stands, walks and may twist, reach, bend, crouch, kneel, climb stairs and ladders and grasp, push, pull, drag and move boxes of files and other office items weighing 30 pounds or less. If performing matron duties the incumbent may deal with combative prisoners, be exposed to prisoner-related health hazards including blood and other bodily fluids/products, communicable diseases and human borne-parasites. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Revised September 2018
Revised December 2006
Established July 2002

POLICE CADET SERIES

Definition:

Under direct supervision, performs a variety of routine and progressively more difficult non-sworn tasks in an apprenticeship program framework for preparation for a career in law enforcement; rotates through various divisions of the Police Department and performs related work as required.

Class Titles

**Police Cadet
Senior Police Cadet**

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in this series include the following:

Performs clerical duties including recordkeeping, answering inquiries, data processing and filing.

Fingerprints individuals and performs photography duties.

Provides information and directions to the public and assists with parking enforcement and traffic control.

Operates a computer and uses applicable software to process information and prepare reports.

Submits completed reports on all cases assigned.

Participates in formalized training courses and programs as assigned.

Lifts and carries equipment and other items weighing 50 pounds or less, performs training with equipment weighing 165 pounds or less and performs other strenuous activities.

Drives a vehicle on City business and assists with vehicle transportation.

Assists in the Communications Center as needed.

Assists in processing and storing evidence, storage inventory and control of department supplies.

Assists with prisoner transportation and custody.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Class Characteristics:

Police Cadet is a non-sworn, multi-incumbent, non-regular class series. Both classes in the series perform the majority of duties. The classification series is used for apprenticeship type programs in the field of law enforcement to familiarize incumbents with various law enforcement occupations. Assigned duties do not require the incumbents to have Police Officer status. Experience in this series exposes Police Cadets and Senior Police Cadets to various working units in the Police Department over a period of time, generally less than four years.

A Police Cadet is not expected to have prior experience, but is expected to have an interest in a career in law enforcement. Senior Police Cadet is a trained and experienced class which may be assigned to positions requiring more technical skills or responsibilities. In addition, Senior Police Cadets may assist with the training of new Police Cadets.

Contacts and Relationships:

A Police Cadet/Senior Police Cadet establishes and maintains contact with other Police Department and law enforcement staff. Additional contact will occur with members of the public.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this series are as follows:

Police Cadet

Knowledge of:

Basic functions of a Police Department.

English usage and grammar.

AND

Ability to:

Learn, understand and apply applicable laws, ordinances, policies and procedures.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Work under strict law enforcement structure.

Communicate effectively orally and in writing.

Read and write at the level required for successful job performance.

Meet the public with courtesy and tact.

Analyze situations accurately and select quick, effective and responsible courses of action.

Learn standard broadcasting procedures of a police radio system.

Perform work requiring good physical condition.

Learn to operate a computer and use applicable software.

Senior Police Cadet

Knowledge of:

Those items listed under "Knowledge of" for Police Cadet plus the following:

Basic organization and goals of the Fullerton Police Department.

Broadcasting procedures of a police radio system.

AND

Ability to:

Perform those items listed under "Ability to" for Police Cadet plus the following:

Understand and apply applicable laws, ordinances, policies and procedures.

Use a computer and applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education: Graduation from high school.

AND

Experience:

Police Cadet

None.

Senior Police Cadet

One year of experience as a Police Cadet with the City of Fullerton

Special Requirements – All Classes in This Series:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this class series.

Must have reached the age of 18 at time of appointment, and be currently enrolled in at least 12 semester units or equivalent of Police Science, Criminal Justice, Administration of Justice or a related field at an accredited college or university.

Must maintain a minimum of 12 units per semester or equivalent in Police Science, Criminal Justice, Administration of Justice or a related field until obtaining an Associates Degree from an accredited college or university.

All college/university course work in Police Science, Criminal Justice or Administration of Justice must have been, and continue to be, accomplished with an overall grade point average of 2.0 or better.

Must be able to successfully pass a Police Department pre-employment screening process.

Must be able to work a flexible schedule, to include overtime, emergency call back, shift work, nights, holidays and weekends to accommodate City needs.

Additional Requirements - Senior Police Cadet:

Must be recommended for promotion from Police Cadet to Senior Police Cadet by his/her immediate supervisor and Program Coordinator and successfully complete the entry level written and physical ability exams for Police Officer.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors in a front counter or office environment and may occasionally be performed outdoors with full exposure to the elements. An incumbents drives a vehicle on City business, sits and stands for periods of time, uses a computer, walks and may run on slippery/uneven surfaces, climbs, kneels, crouches, twists, reaches, bends, crawls and grasps, lifts, carries, pushes, pulls and drags equipment and other items weighing up to 30 pounds for Police Cadet and 50 pounds for Senior Police Cadet. Incumbents in the series may participate in training exercises which require them to successfully complete physical tests/tasks which include dragging a 165 pound dummy, pushing a patrol car, climbing ladders, scaffolds, a six (6) foot wall and similar obstacles, jumping over three (3) foot high sawhorses or wooden barricades, jumping down from elevated places, walking a balance beam, climbing into and out of windows and performing sprints, runs and pushups. When assisting with traffic control, an incumbent may be exposed to vehicular traffic and fumes. When assisting with property and evidence, incumbents may be exposed to dust, dirt, bugs, rodents and rodent droppings inherent in storage facilities and a variety of hazardous compounds which may be found on property/evidence to include materials contaminated by blood and other human products and explosive materials. Incumbents must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised September 2018
Revised October 2002
Revised June 1996
Established July 1987

DIRECTOR OF PUBLIC WORKS

Definition:

Under general administrative direction, the Director of Public Works is responsible for planning, organizing and directing the operations and staff of the Public Works Department; coordinating assigned activities with other City departments and outside agencies; and providing highly responsible and complex management support to the City Manager in areas of expertise. In addition, this position may serve as the City Engineer. This position performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by the Director of Public Works include the following:

Plans, organizes, directs and manages all activities of the Engineering Division to include traffic engineering/signal operations, water system management, water supply, project development and design, construction management, municipal airport operations, and general engineering services, in addition to all activities of the Maintenance Services Division to include maintenance of the City's buildings, facilities, parks/open spaces, medians, streets, alleys, sidewalks, sewers, fleet vehicles and water system.

Coordinates Public Works Department activities with those of other departments as needed.

Advises the City Manager, City Council, and other City departments/divisions on civil engineering surveys, designs, plans, specifications, reports and contracts for the construction of street improvements, sanitary sewer, storm drains, water improvements, bridges, park improvements, issues pertaining to municipal maintenance services, and other related projects.

Serves as the City Engineer and the City's primary representative, for engineering matters, with other agencies, consultants, developers and contractors.

Represents the City in engineering and maintenance related issues before a variety of groups, the public and other agencies.

Develops, recommends, administers, interprets and enforces departmental policies and procedures and assists in the development and administration of the City's engineering/maintenance related policies and regulations.

Selects and is responsible for the training, supervision and evaluation of all departmental staff.

Directs and participates in the preparation of a wide variety of surveys, plans, specifications, and requests for proposals, studies, reports, contracts, agreements, agenda letters, correspondence, resolutions and ordinances in accordance with applicable state and federal laws and local codes and standards.
Oversees the administration of contracts with private contractors and outside agencies.

Makes Public Works Department budget recommendations and administers the expenditure of funds.

Formulates, recommends and implements departmental goals and develops workload indicators to measure progress towards goals achievement.

Prepares, coordinates and administers the City's capital improvement program.

Seeks, develops and makes recommendations on alternative sources of funding as appropriate.

Develops and evaluates special programs.

Reviews and analyzes a variety of materials, records, contracts, reports and other data and makes recommendations for change as needed.

Makes oral and written presentations.

Inspects construction sites and maintenance projects as needed.

Attends a variety of City Council, Commission, other public meetings and civic functions and represents the City.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

The Director of Public Works is a single incumbent department head class and is a member of the City's executive team. The Director of Public Works is appointed by and reports to the City Manager and has broad responsibility for the safe, effective and efficient administration of all department activities.

Contacts and Relationships:

The Director of Public Works supervises division managers and professional/administrative support staff and through them all Public Works Department employees. The Director of Public Works establishes and maintains contact with and has continuing interaction with a variety of City staff to include City Council Members, the City Manager and City department heads. Additional contact will occur with civic groups, developers, consultants and representatives of other public and private agencies. Contact with the public will occur during some work assignments and resolution of concerns.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Municipal government and public works department organization, administration and operations.

Principles, practices and methods used in contemporary civil engineering projects and public works programs including a working knowledge of contemporary municipal maintenance programs.

Leadership and management theory and practices, effective supervisory techniques and public sector labor relations.

Municipal budget administration, capital improvement programs and revenue sources related to area assigned.

Laws, codes, regulations, standards, rules and procedures governing civil and municipal engineering, planning, administration and design; municipal maintenance operations and related legal issues.

Goal-setting methods and the design of workload and performance indicators.

Negotiations and conflict resolution techniques.

Public relations and customer service techniques.

Effective methods of making oral and written presentations.

Computer applications related to the department assigned.

AND

Ability to:

Provide leadership for the City's Public Works Department staff and programs.

Formulate and administer effective citywide engineering services and municipal maintenance programs.

Oversee the preparation and review of engineering plans and specifications for sanitary sewers, storm drains and other public works and private development projects.

Analyze problems and recommend and implement effective solutions.

Select, train, motivate, supervise and evaluate staff.

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Work within, interpret and apply applicable laws, City and department rules and regulations.

Resolve conflict situations in a fair and amicable manner.

Think clearly, logically and rationally under pressure, adhere to multiple deadlines and handle multiple projects.

Prepare clear and comprehensive reports and make effective presentations.

Communicate effectively orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

Interact effectively with others in the workplace.

Meet and serve the public with professionalism, courtesy and tact.

Handle job stress and maintain composure in public settings.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

A bachelor's degree in civil engineering or a related field from an accredited college or university.

AND

Experience:

Eight years of recent, continuous, progressively responsible professional engineering experience, including three years at the mid-management/supervisory level in a professional

engineering organization comparable to Fullerton in terms of the scope of activity including municipal maintenance programs.

Special Requirements Include:

Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work flexible and extended hours to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Director of Public Works file financial disclosure statements in accordance with state and local laws.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

Other:

A graduate degree or some completed graduate level coursework in management, business administration, public administration, civil engineering or a related field from an accredited college or university is preferred but not required.

Possession of a valid certificate of registration as a Professional Civil Engineer with authorization to practice in California is preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily indoors with outdoor work as required. When work is performed outdoors there is full exposure to the elements. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, stands, walks, reaches, bends, twists, reaches and grasps. When performing inspections the incumbent may walk and stand on slippery and uneven surfaces and be exposed to vehicular traffic. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

Revised September 2018
Established October 2015