



Agenda Report

Fullerton City Council

MEETING DATE: APRIL 6, 2021

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: KENNETH A. DOMER, CITY MANAGER

PREPARED BY: ELLIS CHANG, DIRECTOR OF ADMINISTRATIVE SERVICES
LAURA GIANNETTI-MERCER, HUMAN RESOURCES MANAGER II

SUBJECT: CLASSIFICATION PLAN UPDATE RELATING AIRPORT SERVICE WORKER AND POLICE INVESTIGATION TECHNICIAN POSITIONS

SUMMARY

Proposed amendment to the City of Fullerton personnel classification plan to revise the class specification and salary range for Airport Service Worker and add the new class specification of Police Investigation Technician.

RECOMMENDATION

1. Adopt Resolution No. 2021-XX.

RESOLUTION NO. 2021-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING AND DELETING CERTAIN CLASS SPECIFICATIONS IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING APPENDIX A OF RESOLUTION NO. 2020-17 (FULLERTON MUNICIPAL EMPLOYEES FEDERATION)

2. Authorize amendment to Fiscal Year 2020-21 adopted Police Department personnel summary to include new Police Investigation Technician position.

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statements:

- Public Safety

- Fiscal and Organizational Stability.

FISCAL IMPACT

The fully burdened annual cost increase for the proposed revision for Airport Service Worker is approximately \$15,500. The anticipated cost for the remainder of FY 2020-21 is approximately \$3,600. Staff does not request an adjustment to the FY 2020-21 budget as expenditures are projected to be within budget.

The fully burdened annual cost for the proposed addition of Police Investigation Technician is approximately \$123,000. For FY 2021-22 the Police Department will propose eliminating one Crime Analyst position, a position laid off for Fiscal Year 2020-21 with a fully burdened cost of \$112,000 annually, to offset the cost of the new position. It is unlikely the Department will fill this position prior to the end of the current fiscal year due to the lengthy recruitment and background process required for all Police Department personnel. However, staff requests to include the new position in the current fiscal year personnel summary. Should the Department fill the position in FY 2020-21, the existing Police Department budget will absorb the fully burdened prorated cost. Staff will remove the Crime Analyst position from the Police Department Personnel Summary in the proposed FY 2021-22 budget.

DISCUSSION

Public Works

The City last revised the Airport Service Worker position in December 2004. Since that time, the scope of work performed by incumbents has expanded in level of responsibility and depth and breadth of tasks performed. As such, Staff recommends revising the class specification for Airport Service Worker to reflect these changes and adjust the salary in the FMEF salary schedule from its current salary range of 265 (\$2,950 - \$3,765 per mo.) to range 287 (\$3,150 – \$4,021 per mo.) in recognition of the expanded duties. This adjustment represents an approximate 7% increase in base pay. At salary range 287, Airport Service Worker would be at the same pay range as Senior Maintenance Worker I. Currently, Public Works has budgeted for three Airport Service Workers, with one currently vacant position and another potential vacancy due to the pending retirement of the Airport Operations Leadworker.

Approval of the changes to the class specification, which more accurately describes the duties of the position in conjunction with a salary more in line with the duties performed, will aid in the recruitment of qualified candidates.

Police

Human Resources and Police Department staff have collaborated to develop a proposed classification specification for Police Investigation Technician. Employees in this non-sworn position will conduct independent criminal investigations into crimes such as fraud, property crimes, certain sexual offenses, certain crimes against persons, vehicle collisions and other crimes that require follow-up prior to submission to the District Attorney's Office for filing consideration. The Police Investigation Technician will also collect, collate and enter data in department computer systems for analysis and record keeping.

Introduction of this classification in the Police Department staffing plan supplements the Investigations Bureau, which has recently downsized. The addition of this position will assist sworn detectives in the efficient and timely investigation of crimes in our community. Several police agencies throughout the region have successfully implemented this new classification.

Staff recommends assigning the classification of Police Investigation Technician to salary range 480 (\$5,285 - \$6,745 per mo.) in the Fullerton Municipal Employees Federation (FMEF) salary schedule. This takes into consideration comparable salaries from surrounding agencies for similar classifications, as well as the qualifications and experience needed to adequately perform the job functions.

Attachments:

- Attachment 1 – Airport Service Worker Class Specification (redline)
- Attachment 2 – Police Investigation Technician Class Specification
- Attachment 3 – Draft Resolution No. 2021-XX