



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and City Council **DATE:** December 13, 2021

FROM: Matthew Bronson, City Manager

PREPARED BY: John Peters, Chief of Police
Karla Mattocks, Management Analyst/Human Resources

SUBJECT: Authorization to Establish the Job Classification of Management Analyst/Police Department, Set the Salary Schedule and Approve a Side Letter Agreement to the Police Management and Confidential Employee Group’s Memorandum of Understanding

RECOMMENDATION

Adopt the Resolution to amend the Classification and Compensation Plan to add the job classification of the Management Analyst/Police Department for reclassification of an existing position, set the salary schedule and approve a side letter agreement to the Police Management and Confidential Employee Group’s Memorandum of Understanding.

BACKGROUND

In recognition of the increasing scope and level of administrative work within the Police Department, staff has conducted a review of the structure of administrative support roles within the department. This review indicated that the transition of the Communications Supervisor to the Records/Property Technician position, as planned for when the Communications Center transitions to the Pismo Beach Police Department, is not as efficient for the department as creating an exempt Management Analyst/Police Department position for this transition.

Given this assessment, staff is recommending the creation of the job classification (Exhibit A) of Management Analyst/Police Department which is consistent with and in parity to the Management Analyst positions in both the Human Resources and Public Works departments. This utilization of existing personnel will enhance the efficiency of the department and improve future recruitment and retention. The incumbent in the position of Communications Supervisor will be reclassified to the job classification of exempt Management Analyst/Police Department once the Communications Center transition is complete which is anticipated for April 2022. Since this new job classification will be represented by the Police Management and Confidential Employee Group, staff conducted a meet and confer with their membership and a side letter to their Memorandum of Understanding was drafted and is attached for approval. (Exhibit C)

Creation of this job classification and salary schedule (Exhibit B) is consistent with the newly created Management Analysts for both the Human Resources and Public Works departments which established the pay range. The classification of Management Analyst/Police Department will be banded together with the Management Analyst/Public Works and Management Analyst/Human Resources as follows:

Section 3 – Police Management & Confidential		A	B	C	D	E	F
Management Analyst	*	5,450	5,723	6,009	6,309	6,625	6,956

FISCAL IMPACT

The fiscal impact for these actions will be a total of \$2,436 on an annual basis and prorated for the remainder of FY 2021-22 once the Communications Center transition to Pismo Beach is completed later this fiscal year. These costs will be absorbed with the operating budget of the Police Department.

ALTERNATIVES

The City Council has the following alternatives to consider:

1. Adopt the Resolution to amend the Classification and Compensation Plan to add the job classification of the Management Analyst/Police Department for reclassification of an existing position, set the salary schedule and approve the side letter to the Memorandum of Understanding; or
2. Provide alternate direction to staff.

PUBLIC NOTIFICATION

The agenda was posted in accordance with the Brown Act.

ATTACHMENTS

1. Resolution
 - a. Exhibit A– Job Classification Management Analyst/Police Department
 - b. Exhibit B – Salary Schedule Management Analyst
 - c. Exhibit C – Side Letter to the MOU

RESOLUTION NO. 21-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA, AMENDING THE CLASSIFICATION AND COMPENSATION PLAN TO ESTABLISH THE JOB CLASSIFICATION OF MANAGEMENT ANALYST/POLICE DEPARTMENT, SET THE SALARY SCHEDULE AND APPROVE A SIDE LETTER AGREEMENT TO THE POLICE MANAGEMENT AND CONFIDENTIAL EMPLOYEE GROUP’S MEMORANDUM OF UNDERSTANDING.

WHEREAS, the representatives of the City propose to add the Job Classification of Management Analyst/Police Department, set the Salary Schedule and approve a side letter agreement to the Police Management and Confidential Employee Group’s Memorandum of Understanding as set forth in Exhibits A, B and C;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA, DOES DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

That the City Council of the City of Grover Beach does hereby adopt this Resolution ratifying the above-referenced job classification, salary schedule and side letter.

On motion by Council Member _____, second by Council Member _____, and on the following roll-call vote, to wit:

- AYES: Council Members –
- NOES: Council Members –
- ABSENT: Council Members –
- ABSTAIN: Council Members –
- RECUSED: Council Members –

the foregoing Resolution was **PASSED, APPROVED**, and **ADOPTED** at a regular meeting of the City Council of the City of Grover Beach, California this 13th day of December 2021.

JEFF LEE, MAYOR

Attest:

WENDI B. SIMS, CITY CLERK

CITY OF GROVER BEACH
MANAGEMENT ANALYST – POLICE DEPARTMENT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs a wide variety of routine and complex office, clerical, and administrative support tasks and duties, often confidential in nature, in support of the Chief of Police and police management; assists the public by providing information personally or directing information requests according to established procedures; sorts, logs, and maintains records and other documents; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Management Analyst-Police Department is the full working level classification in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of office and administrative support duties, including organization and coordination of workload, maintenance of a calendar, scheduling of appointments, and preparation of documents. This classification is distinguished from the Administrative Secretary by the performance of sensitive and confidential duties performed in a law enforcement arena and related to the administrative support of the Chief of Police.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Chief of Police. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs a wide variety of routine and complex office, clerical, and administrative support tasks and duties in support of the Chief of Police and police management; assists the public by providing information personally or directing information requests according to established procedures.
- Performs a wide variety of sensitive and confidential routine and complex office, clerical, and administrative support tasks and duties, including police internal affairs administrative investigations; maintains, creates, and updates the personnel files for the entire department; ensures personnel files are in order for the Department of Justice audits; maintains and updates personnel roster.
- Demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public regarding a variety of issues; provides information as appropriate; receives visitors and telephone calls, directing them to the appropriate information source; represents the Police Department to all callers and visitors in a professional and customer-friendly manner.

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- Uses computers to enter and prepare a variety of documents, including agendas, staff reports, general correspondence, reports, and memos from rough drafts or verbal instructions; operates other automated office equipment; types drafts and a wide variety of finished documents.
- Processes various permit applications, including obtaining fingerprint records; creates ID cards for all employees.
- Assist the department's training manager with entering and filing completed training certifications/courses, reserve training courses/lodging for department personnel, order per diem/training checks from finance, and issue travel credit cards and other logistical information to personnel who will be attending training courses.
- Compiles and maintains records and prepares reports; maintains a variety of files; processes statements for payment, including coding the statements and entering them into the automated system for payment; may send statements to the Administrative Services; assists with budget preparations; orders supplies as requested.
- Assists with the hiring process, including scheduling interviews, completing background investigation checklist, and following up with the Department of Justice for Live Scan fingerprints; schedules polygraphs; assembles informational packets for new hires; sets up training files and department personnel files for new hires; completes Notice of Appointment and Notice of Resignation forms with POST.
- Sorts, files, prepares, maintains, and processes time sheets, personnel forms, purchasing forms, and claim forms; processes personnel action forms for new hires, retirements, terminations, address changes, and salary changes; processes all employee evaluations.
- Schedules meetings and appointments; maintains a calendar for meetings and other events; arranges travel to meetings and conferences.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data, and using the computer, and acute hearing is required when providing phone and personal service. The ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Experience: Four years of progressively responsible administrative and analytical experience within a Police Department involving progressive administrative and clerical support experience; researching, analyzing, and recommending policies, procedures, and actions on a variety of issues, supplemented with specialized training in the clerical/secretarial field.

Education: Bachelor's degree from an accredited college or university with major coursework in public administration, public policy, political science, business administration, or a related field. Each year of relevant professional-level work **experience may be substituted** for one year of required **education** (this will be evaluated on a case-by-case basis).

Previous experience as the Executive Assistant to a department Director, preferably in a Police Department or equivalent is highly preferred.

A high degree of demonstrated proficiency with Confidential Records Management, Microsoft Office Suite, and Adobe Suite.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern office, administrative, and clerical policies and procedures; City codes and ordinances; law enforcement policies and procedures; chain of command; personnel files; complex clerical and administrative tasks; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Take a proactive approach to problem solving; demonstrate an awareness and appreciation of the cultural diversity of the department and community; attend work, as scheduled, on a regular basis, to effectively perform the position's required duties and responsibilities; as well as practice and exemplify the Department's Vision for Service. Provide complex clerical support to the Chief of Police and police management; read, understand, and review documents for accuracy and relevant information; use applicable office terminology, forms, documents, and procedures in the course of the work; maintain complex office and confidential records and files; meet critical deadlines; deal successfully with the public, in person and over the telephone; courteously respond to community issues, concerns, and needs; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe

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safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications.

Revised 12/13/2021

Approved & Adopted:

Signature: _____

Date: _____

-

Human Resources/Management Analyst

Signature: _____

Date: _____

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City Manager

City of Grover Beach
STAFFING DETAIL & SALARY SCHEDULE
Management Analyst – Police Department

Compensation Plan - Monthly Salary Range

Proposed Salary Schedule

Section 3 – Police Management & Confidential							
Management Analyst/Police Department	*	5,450	5,723	6,009	6,309	6,625	6,956

SIDE LETTER AGREEMENT AMENDING THE 2021-2024 MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF GROVER BEACH AND THE GROVER BEACH POLICE MANAGEMENT AND CONFIDENTIAL EMPLOYEES GROUP

On June 28, 2021, the City of Grover Beach (the “City”) and the Grover Beach Police Management and Confidential Employees Group (the “Group” and together with the City, the “Parties”) executed a Memorandum of Understanding (MOU) for the period of July 1st, 2021 through June 30th, 2024.

Included in the MOU is within Article I – Memorandum, Section 1.02 – Recognition which states:

The City hereby formally recognized the Grover Beach Police Management and Confidential Employees Group as the Representative for those employees employed by the City and defined as:

Police Commander
Police Services Analyst
Administrative Assistant/Public Safety (Confidential)

Recognition is granted for the purpose of meeting and conferring on wages, hours, working conditions and general representation of employees defined within this section.

Effective December 13, 2021 this section would be changed to read:

The City hereby formally recognized the Grover Beach Police Management and Confidential Employees Group as the Representative for those employees employed by the City and defined as:

Police Commander
Management Analyst/Police Department
Police Services Analyst
Administrative Assistant/Public Safety (Confidential)

Recognition is granted for the purpose of meeting and conferring on wages, hours, working conditions and general representation of employees defined within this section.

As part of this Side Letter, the Parties have agreed that the remaining terms of the agreement shall remain in full force and effect except as set forth in this Side Letter.

The City and the Group agree as follows:

Effective December 13, 2021 the following terms of agreement will be in effect.

Article I – Memorandum, Section 1.02 – Recognition which states:

The City hereby formally recognized the Grover Beach Police Management and Confidential Employees Group as the Representative for those employees employed by the City and defined as:

Police Commander
Management Analyst/Police Department
Police Services Analyst

Administrative Assistant/Public Safety (Confidential)

Recognition is granted for the purpose of meeting and conferring on wages, hours, working conditions and general representation of employees defined within this section.

GBPMCEG Group

City of Grover Beach
