



## CITY COUNCIL STAFF REPORT

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**TO:** Honorable Mayor and City Council      **MEETING DATE:** Dec. 2, 2019

**FROM:** Matthew Bronson, City Manager

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

**SUBJECT:** Authorization to Amend the Classification and Compensation Plan to update the Police Officer, Police Sergeant, Police Commander and Administrative Secretary/Public Safety Job Specifications

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### **RECOMMENDATION**

Adopt the Resolution to amend the Classification and Compensation Plan to update the Police Officer, Police Sergeant, Police Commander and Administrative Secretary/Public Safety (Confidential) Job Specifications.

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### **BACKGROUND**

The job specifications of Police Officer, Police Commander and Administrative Secretary/Public Safety (Confidential) were last revised in 2005 and the Police Sergeant specification in 2013. Staff determined that updates were necessary to better meet the needs of the Police Department and the City as a whole. The updates include correcting of the job title from Lieutenant to Commander, adding language to each specification as recommended in the 2018 Police Audit Report and updating job duties to be consistent with current functions for each position.

Staff has met and discussed the proposed changes with the Grover Beach Police Officers' Association and the Grover Beach Police Management and Confidential Employee Group. The resulting revised job classifications are attached.

### **FISCAL IMPACT**

There is no expected fiscal impact from this action.

### **ALTERNATIVES**

The Council has the following alternatives to consider:

1. Adopt the resolution to amend the Classification and Compensation Plan to update the Police Officer, Police Sergeant, Police Commander and Administrative Secretary/Public Safety (Confidential) Job Specifications; or
2. Provide staff with additional direction.

### **PUBLIC NOTIFICATION**

The agenda was posted in accordance with the Brown Act. A copy of this staff report and the meeting agenda were provided to the Grover Beach Police Officers' Association and the Grover

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Beach Police Management and Confidential Employee Group.

**ATTACHMENTS**

1. Resolution 19-\_\_\_, amending the Classification and Compensation Plan to update the Police Officer, Police Sergeant, Police Commander and Administrative Secretary Public Safety (Confidential) Job Specifications  
Exhibit A – Police Officer Job Classification  
Exhibit B – Police Sergeant Job Classification  
Exhibit C – Police Commander Job Classification  
Exhibit D – Administrative Secretary Public Safety (Confidential)

**RESOLUTION NO. 19-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA, AMENDING THE CLASSIFICATION AND COMPENSATION PLAN TO UPDATE THE POLICE OFFICER, POLICE SERGEANT, POLICE COMMANDER AND ADMINISTRATIVE SECRETARY PUBLIC SAFETY (CONFIDENTIAL) JOB SPECIFICATIONS.**

**WHEREAS**, the representatives of the City and the Grover Beach Police Officers' Association and Grover Beach Police Management and Confidential Employee Group have met and conferred and agreed to the updates in the job classifications of Police Officer, Police Sergeant, Police Commander and Administrative Secretary Public Safety (Confidential); and

**WHEREAS**, the membership of the aforementioned groups has ratified the changes set forth in Exhibit A, Exhibit B and Exhibit C; Exhibit D and

**WHEREAS**, the City Council has reviewed and approved of the changes set forth therein.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Grover Beach does hereby adopt this Resolution ratifying the above-referenced job classifications.

On motion by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, and on the following roll-call vote, to wit:

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

the foregoing Resolution was **PASSED, APPROVED**, and **ADOPTED** at a meeting of the City Council of the City of Grover Beach, California this 2nd day of December 2019.

**\*\* D R A F T \*\***

\_\_\_\_\_  
JEFF LEE, MAYOR

Attest:

\_\_\_\_\_  
WENDI SIMS, CITY CLERK

## CITY OF GROVER BEACH

### POLICE OFFICER

*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 class. 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 tasks and duties related to the protection of public health, safety and welfare, and the enforcement of applicable federal, state, and local laws; provides traffic enforcement and control; carries out special assignments in a particular phase of police work or administration; performs other related duties as required.

#### DISTINGUISHING CHARACTERISTICS:

The **Police Officer** is the working level class performing the full scope of assigned law enforcement duties and responsibilities under general supervision. This class is distinguished from the next higher class in that the latter is a ~~lead position that may serve as the Watch Commander on an assigned shift in the absence of a~~ Police Sergeant or higher ranking officer. A Police Officer may also serve in a special assignment capacity.

#### SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a Police Sergeant or higher ranking officer, depending upon assignment. Technical and functional ~~support supervision~~ may be provided by a ~~Senior Police Officer~~ Corporal. May provide technical/training ~~support supervision~~ for assigned officers, special programs, or when assigned as ~~Field Training Officer or Senior Police Officer~~ officer-in-charge.

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

- Patrols assigned areas by car, bicycle, motorcycle, or on foot; performs crime suppression and prevention activities; answers special calls; conducts initial and follow-up investigations; interviews victims, complainants and witnesses; answers complaints, including domestic disturbances, health code, and local ordinance violations; performs surveillance activities; conducts chemical, drug, and alcohol testing; investigates suspicious circumstances.
- Enforces traffic laws; controls and directs traffic when necessary; performs crowd control; operates handheld and stationary radar devices; assists in crime prevention activities and the control of juvenile delinquency; serves search warrants and subpoenas; administers CPR and first aid in cases of emergency; issues citations and makes arrests; transports, books, and secures, directly or indirectly, the care and custody of detained persons.
- May be temporarily assigned special duties when appointed by the Chief of Police, such as Detective, Field Training Officer, DARE, Traffic, or Senior Police Officer.
- 
- Coordinates and conducts complete and detailed investigation of crimes against persons and property or coordinates these activities with a Police Detective; collects, preserves, maintains, and processes

evidence; takes written statements; prepares required reports and maintains investigative records; serves warrants and subpoenas; testifies in court in connection with prosecution of offenders; contacts and cooperates with other law enforcement agencies as warranted.

- Conducts property and building checks for burglary and other criminal activity; responds to questions, concerns, and requests for service from the general public; provides information as appropriate and resolves complaints.
- May serve as a Detective; independently ~~determines which reviews~~ cases to investigate; coordinates and conducts complete and detailed investigation of crimes against persons and property, and crimes involving vice, gaming, and narcotics violations; performs undercover and surveillance activities; conducts registration and tracking of sex offenders; collects, preserves, and maintains evidence and property.
- Trains and assists less experienced personnel as assigned; may serve as a Field Training Officer, officer-in-charge, or in a variety of special program areas.
  - ~~Responds to and resolves animal control issues.~~ May serve as a Senior Police Officer that leads other police officers in their daily activities verifying the work of others for accuracy, proper work methods, techniques and compliance with applicable standards, specifications and policies. May serve as a Watch Commander for a patrol shift or special assignment detail as needed.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

#### **PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, stooping, and lifting in excess of 50 pounds, and occasionally over 100 pounds, in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions, including wet, hot, and cold. The position entails working in hazardous situations and may involve abusive persons, potential physical violence, and the potential risk of exposure to blood-borne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles under normal and emergency conditions, operate a variety of law enforcement equipment including firearms, work in heavy vehicle traffic conditions, often work with constant interruptions, and work flexible hours, including weekends and split shifts. *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:**

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for a **Police Officer**. Typically, a Police Officer would possess a high school diploma or equivalent. Prior experience in law enforcement and an associate's degree are highly desirable.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license prior to appointment. Possession of a certificate of completion of a Basic Police Academy certified by California Peace Officers Standards and Training (P.O.S.T.) is required prior to appointment as a Police Officer.

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

**Knowledge of:**

Operations and standard operating procedures of a Police Department; principles of crime prevention and suppression; modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and investigation; applicable federal, state and local laws, codes, and regulations, including the California Penal Code, Government Code, Vehicle Code, and other related regulations and court decisions; technical aspects of law enforcement activities, including juvenile programs, record keeping, automated records systems, search and seizure, code violations, and care and custody of persons and property; care, maintenance and operation of a variety of law enforcement radio and personal equipment; methods and techniques of scheduling work assignments; police officer procedures, practices, and equipment; basic principles of law enforcement information systems, 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. Gather, analyze, and evaluate facts and evidence and reach sound conclusions; work under pressure, analyze information, and act quickly and calmly in emergency and non-emergency situations; observe and accurately remember names, faces, numbers, incidents, and places; function with a significant degree of independence; interpret, explain, and apply applicable laws, codes, and regulations; elicit information from upset and irate people; follow written and oral directions; administer first aid; observe 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:**

Safely and effectively operate a variety of law enforcement equipment, firearms, and a police vehicle in emergency situations; operate an office computer and a variety of word processing and software applications.

*Rev 12-201905*

*Approved & Adopted:*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*City of Grover Beach*

POLICE OFFICER

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Human Resources Coordinator

Signature: \_\_\_\_\_  
City Manager

Date: \_\_\_\_\_

**CITY OF GROVER BEACH**  
**POLICE SERGEANT**

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**DEFINITION:**

Under direction, coordinates, supervises and participates in the activities and operations of a watch or program unit of the Police Department, including the implementation of departmental policies and procedures; coordinates activities with other watches, City departments, outside agencies, organizations, and the public; performs complex and responsible law enforcement and crime prevention supervision and planning; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Police Sergeant** is the supervisory level class responsible for administrative, supervisory and technical duties in leading program level functions within the Police Department. Employees in this class perform patrol duties while in command of an assigned watch or unit, and provide leadership for ongoing crime prevention, investigative, and administrative activities. This class is distinguished from the next higher class of Police Commander/Lieutenant in that the latter manages one or more divisions such as Operations and/or Support Services.

**SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Police Commander/Lieutenant. Exercises direct and indirect supervision over sworn and non-sworn personnel.

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

- Effectively Ssupervises subordinate staff and the activities, operations, and services of an assigned watch or program area; provides overall technical and administrative direction to officers, community services officers, and police dispatchers as assigned or on a shift; may supervise and participate in special programs and special assignments; performs patrol duties and investigations.
- Works directly with sworn and non-sworn personnel in the interpretation of City and department policies; coordinates activities with other shifts, units, City departments, outside agencies, organizations, and the public; monitors work activities to ensure safe work practices, quality, and accuracy; ensures compliance with applicable policies and procedures.
- Plans, coordinates, and reviews the work plan for areas of assigned responsibility; effectively supervises and participates in a wide range of patrol, investigative and other law enforcement activities; receives, prioritizes, and coordinates response to complaints, emergency situations, and investigations; effectively supervises and coordinates the allocation of assigned personnel and equipment in response to calls for service, case investigations, and administrative issues; spot checks staff work in the field and interviews citizens to see how calls were handled; inspects departmental equipment and ensures that deficiencies are corrected.



- Patrols assigned areas by car, bicycle or on foot; performs crime suppression and prevention activities; answers special calls; conducts initial and follow-up investigations; interviews victims, complainants, and witnesses; answers complaints, including domestic disturbances, health code, and local ordinance violations; performs surveillance activities; conducts chemical, drug, and alcohol testing; investigates suspicious circumstances.
- Enforces traffic laws; controls and directs traffic when necessary; performs crowd control; operates handheld, and stationary radar devices; assists in crime prevention activities and the control of juvenile delinquency; serves search warrants and subpoenas; administers CPR and first aid in cases of emergency; issues citations and makes arrests; transports, books, and is responsible for the care and custody of detained persons.
- Coordinates and conducts complete and detailed investigation of crimes against persons and property; collects, preserves, maintains, and processes evidence; takes written statements; prepares required reports and maintains investigative records; serves warrants and subpoenas; testifies in court in connection with prosecution of offenders; conducts property and building checks for burglary and other criminal activity; contacts and cooperates with other law enforcement agencies as warranted.
- Reviews and evaluates work methods and procedures for improving organizational performance; assists in the selection, training, and evaluation of department personnel; conducts and participates in investigations involving department personnel; receives and reviews reports from subordinate staff; participates in the preparation and maintenance of reports and records.
- Manages or participates in the department training program; including, but not limited to, schedules training based on specific needs; processes P.O.S.T. reimbursements; maintains training records; participates in the writing of training materials; advises and instructs sworn and non-sworn staff on applicable policies, procedures and tactics.
- May serve on a rotational basis and at the discretion of the Chief of Police, in the capacity of the Sergeant in charge of the Detective unit; effectively supervising, directing, organizing the assigned Detective unit personnel; assisting or conducting preliminary and follow-up investigations of criminal or administrative nature; working variable work hours, including, but not limited to, patrol shifts, as based upon the reasonable needs of the Department.
- Responds to difficult inquiries and complaints; represents the department with other law enforcement services and allied agencies, other City departments, schools, civic groups, and the public.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

#### **PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, stooping, and lifting in excess of 50 pounds, and occasionally over 100 pounds, in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions, including wet, hot, and cold. The position entails working in hazardous situations and may involve abusive persons, potential physical violence, and the potential risk of exposure to blood-borne pathogens in the

performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles under normal and emergency conditions, operate a variety of law enforcement equipment including firearms, work in heavy vehicle traffic conditions, often work with constant interruptions, and work flexible hours, including weekends and split shifts. *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:**

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for a **Police Sergeant**. Typically, a Police Sergeant would possess the equivalent of three years of increasingly responsible law enforcement experience comparable to that of a Police Officer with the City of Grover Beach, and an associate's degree. Three additional years of law enforcement experience (for a total of six years) may be substituted for an associate's degree. Experience as a Detective and/or Field Training Officer is desirable.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license prior to appointment, and possession of, or eligibility for, an Intermediate Certificate from California Police Officers Standards and Training (P.O.S.T.). Possession of a P.O.S.T. Supervisory Certificate is highly desirable.

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

**Knowledge of:**

In addition to requirements for Police Officer, modern principles, practices, and techniques of police administration, organization and operation; principles and practices of program development, administration, and evaluation; administrative and technical aspects of crime prevention and law enforcement activities, including investigation and identification, patrol, traffic control, and juvenile programs; applicable federal, state and local laws, codes, and regulations, including the California Penal Code, Government Code, Vehicle Code, and other related regulations and court decisions; record keeping, automated records systems, search and seizure, code violations, and care and custody of persons and property; care, maintenance, and operation of a variety of law enforcement equipment; methods and techniques of supervision, training, and motivation; methods and techniques of scheduling work assignments; principles of law enforcement information systems, 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. Analyze complex law enforcement issues, work under pressure, analyze information, and act quickly and calmly in emergency and non-emergency situations; observe and accurately remember names, faces, numbers, incidents, and places; facilitate group participation and consensus building; plan, organize, train, evaluate, and direct work of assigned staff; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow up on work assignments; elicit information from upset and irate people; make sound decisions within established guidelines; follow written and oral directions; observe 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:**

Safely and effectively operate a variety of law enforcement equipment, firearms, and a police vehicle in emergency situations; operate an office computer and a variety of word processing and software applications.

Rev ~~10-2013~~12-2019

*Approved & Adopted:*

Signature: \_\_\_\_\_  
Human Resources Coordinator

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
City Manager/Personnel Officer

Date: \_\_\_\_\_

FLSA: EXEMPT

## CITY OF GROVER BEACH

## POLICE COMMANDER

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## DEFINITION:

Under administrative direction, administers the activities of one or more Police Department divisions; provides expert professional assistance to the Chief of Police and other City management staff in areas of expertise; develops and implements departmental policies, procedures, goals, and objectives; develops and administers assigned budgets; fosters cooperative working relationships with citizen groups and other agencies on police matters; assumes departmental command as assigned; performs other related duties as required.

## DISTINGUISHING CHARACTERISTICS:

The Police Commander is the management level class administering one or more Police Department divisions such as Operations and/or Support Services. The incumbent exercises considerable judgment and discretion in the administration and direction of assigned responsibilities. Incumbents may assume departmental command when necessary. This class is distinguished from the next higher class of Chief of Police in that the latter has ongoing overall responsibility for the Police Department.

## SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the Chief of Police. Exercises direct and indirect supervision over sworn and non-sworn personnel.

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

- Effectively supervises subordinate staff by M~~manages~~ the day-to-day operations of one or more divisions, including Operations and/or Support Services; directly supervises patrol, detectives, communications, and records as assigned; determines service levels and staffing requirements; manages vehicles, property, training, background investigations, communications, and the development of an effective employer-employee relations strategy.
- Assists and advises the Chief of Police; relieves the Chief of Police of administrative work; assists the Chief of Police in the operational planning and management of departmental programs, policies and actions; interprets policies, rules, and regulations governing police activities on behalf of the Chief of Police.

Manages and directs the work of detectives in the investigation of crimes; supervises the securing of crime scenes and the collection and proper handling of evidence

- Plans, schedules, directs, supervises, analyzes, and reviews the work of subordinates; through supervisory personnel, assigns work and recommends personnel for employment, retention, promotion, and demotion; confers with Sergeants ~~regarding special~~regarding special assignments, providing instruction and direction as needed; directs the preparation of the more complex criminal cases for court action.
- Prepares, manages, and coordinates the development of the Police Department's and/or assigned divisional budget; prepares forecasts of necessary funds for staffing, materials, and supplies; presents, justifies, and defends programs, operations, and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff and implements adjustments as necessary.
- Conducts research into a variety of law enforcement and administrative issues; recommends or reviews departmental policy and procedures, City rules, resolutions, and ordinances; prepares administrative reports; responds to correspondence and informational requests; ensures implementation of practices, which comply with adopted policies, laws, and regulations; studies statistical crime data and other reports; analyzes levels of criminal activity; determines trends and makes recommendations for changes in organization and operating procedures.
- Responds to some of the most difficult inquiries and requests for information; assists in the hearing and adjustment of citizen complaints; conducts and oversees sensitive and complex internal and external investigations; represents the City and the Police Department, and works closely with citizen groups and public and private officials to provide technical assistance, directly or through subordinate staff.
- May command the Police Department in the absence of the Chief of Police.
- May fill in as the Watch Commander in the absence of a Sergeant.
- May make presentations to City Council, other governmental agencies, and a variety of civic organizations as directed by the Chief of Police; plans and facilitates the conduct of special community events requiring law enforcement participation; establishes and maintains a customer service orientation within assigned areas; works with community groups and representatives in the development and administration of programs designed to address societal problems associated with crime and its prevention.
- Establishes and maintains positive working relationships with representatives of community organizations, state/ local agencies and associations, City management and staff, and the public.

#### PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, stooping, and lifting in excess of ~~50~~55 pounds, and occasionally over 100 pounds in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions, including wet, hot, and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence and the potential risk of exposure to chemical and biological hazards in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive

City of Grover Beach

~~POLICE~~

~~COMMANDER~~POLICE

~~motorized vehicles~~Motorized ~~under~~vehicles ~~normal~~under ~~and~~normal and emergency conditions, operate a ~~variety~~variety of law enforcement

equipment including firearms, work in heavy vehicle traffic conditions, and often work with constant interruptions. *Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

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

Education and/or Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for a Police Commander. Typically, a Police Commander would possess three years of increasingly responsible experience equivalent to that of a City of Grover Beach Police Sergeant and a Bachelor's degree in Police Science, Criminal Justice Administration, Public ~~Administration~~Administration, or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license prior to appointment. Possession of a P.O.S.T. Supervisory Certificate and a P.~~OO~~OO.S.T. Advanced Certificate. Possession of a P.~~OO~~OO.S.T. Management Certificate is highly desirable, but must be obtained within two years of appointment.

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

Knowledge of:

In addition to requirements for Police Officer and Police Sergeant, extensive knowledge of modern principles, practices, and techniques of police administration, organization, and operation; methods and techniques of supervision, training, and motivation; principles and practices of program and budget development, administration, and evaluation; administrative and technical aspects of crime prevention and law enforcement activities, including community oriented policing, investigation, patrol, traffic control, record keeping, automated records systems, search and seizure, code violations, and care and custody of persons and property; applicable federal, state and local laws, codes, and regulations; officers' rights; public relations techniques; care, maintenance, and operation of a variety of law enforcement equipment; principles of law enforcement information systems, including a computer and applicable software; modern office 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. Ability to develop and implement comprehensive plans to satisfy department service needs; identify and effectively utilize policing and crime trends; act as an effective police administrator; administer one or more Police Department divisions and/or program areas; interpret and explain laws, regulations, and rules, as well as departmental

City of ~~Grover Beach~~ procedures; plan, organize,

~~POLICE~~

~~COMMANDER~~POLICE



direct, and evaluate the work of subordinate staff; supervise and participate in the establishment of departmental goals, objectives, and methods for evaluating achievement and performance levels; analyze complex law enforcement issues, evaluate alternatives, and reach sound conclusions; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; develop and implement plans for law enforcement services; interpret and explain laws, regulations, rules, and departmental policies and procedures; maintain appropriate flow of communication and chain of command; identify and inform superiors of sensitive issues/situation; supervise, train, and motivate assigned staff; act quickly and calmly in emergency situations; work flexible hours, including weekends and split shifts; apply applicable laws, codes, and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Safely and effectively operate a variety of law enforcement equipment, firearms, and a police vehicle in emergency situations; operate ~~an office computer~~ and a variety of word processing and software applications.

Rev ~~05-2012~~12-2019

Approved & ~~Adopted~~ Adopted:

Signature: \_\_\_\_\_  
Human Resources Coordinator

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
City Manager

Date: \_\_\_\_\_



**CITY OF GROVER BEACH****ADMINISTRATIVE SECRETARY/PUBLIC SAFETY (CONFIDENTIAL)**

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**DEFINITION:**

Under direction, 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 ~~or Fire Chief~~; 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 **Administrative Secretary/Public Safety (Confidential)** is the advanced/lead level class independently performing 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 class is distinguished from the Administrative Secretary by the performance of sensitive and confidential personnel and public safety duties in a law enforcement ~~or fire protection~~ department in support of the Chief of Police ~~or Fire Chief~~.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Chief of Police ~~or Fire Chief~~. Incumbents in this class may exercise technical and lead supervision over assigned clerical staff and volunteers.

**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 Commanders~~ ~~Fire Chief~~; 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, which, depending on assignment, may include police internal affairs administrative investigations; maintains, creates, and updates the departmental personnel files; maintains personnel files as required by the Department of Justice ~~if assigned to the Police Department~~; maintains and updates personnel roster.
- Exercises duties requiring an understanding of applicable policies, procedures, and work methods; 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 assigned department to all callers and visitors in a professional and customer friendly manner.

- 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 departmental *Policy and Procedure Manual* updates.
- Compiles and maintains records and prepares reports; maintains a variety of files; orders office and other supplies and equipment; maintains inventory of supplies; sorts and distributes mail received by departmental staff.
- Assists with budget and payroll preparation; reconciles assigned department's expenditures; processes invoices, including coding and preparing accounts payable cover sheets, and forwarding invoices to the Administrative Services Department for payment.
- 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.
- Assists with the hiring process, including scheduling interviews and completing background investigation checklist.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

~~— If Assigned to the Police Department:~~

- Serves as the Secretary for the Traffic Committee; takes and transcribes minutes.
- Processes ~~massage~~ various permits applications, including obtaining fingerprint records; creates ID cards for all employees and volunteers.
- Follows up with the Department of Justice for Live Scan fingerprints; schedules polygraphs; assembles informational packets for new employees; sets up training files and departmental personnel files for new employees; completes Notice of Appointment and Notice of Resignation forms with P.O.S.T.

~~— If Assigned to the Fire Department:~~

- ~~Serves as the Secretary for the Fire Oversight Committee; takes and transcribes minutes.~~
- ~~Tracks training certificates for Paid-Call Firefighters and Career Firefighters; processes paperwork for newly hired Paid-Call Firefighters; sets up training files and departmental personnel files for new employees; coordinates with Human Resources to resolve any departmental personnel issues.~~
- ~~Assists in preparing the overall budget for the Department; attends budget meetings; performs cost recovery activities; monitors and tracks budget expenditures; monitors the Department's inventory of supplies and equipment.~~

- ~~Coordinates the weed abatement program, including supervision of inspections, preparation of staff reports, correspondence with property owners, communication with weed abatement contractor/s, and generating a report to the City Clerk to facilitate collection of fees through the County Assessors Office.~~
- ~~May serve as Public Information Officer for the City.~~

**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. Hearing sufficient to provide telephone and personal service is required. 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:**

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for an **Administrative Secretary/Public Safety (Confidential)**. Typically, an Administrative Secretary/ Public Safety would possess the equivalent of three years of significant, directly related, and progressive administrative and clerical support experience, preferably in a law enforcement ~~or fire protection~~ setting, and a high school diploma or equivalent, supplemented with specialized training in the clerical/secretarial/administrative field.

**License/Certificate:**

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

**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; Public Records Act; ~~fire services policies and procedures~~; chain of command; Incident Command System and State Energy Management System; personnel files; complex clerical and administrative tasks; budget preparation; 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 ~~or Fire Chief~~; 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; assist in preparing departmental budgets; 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 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 a variety of word processing and software applications.

Rev ~~124~~-201905

*Approved & Adopted:*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

-

Human Resources Coordinator

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

-

City Manager