

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: JOHN CREGAN, CHIEF OF POLICE
DOMINIQUE BLANQUIE, HUMAN RESOURCES DIRECTOR
SUBJECT: AMENDMENT TO THE CITY'S CLASSIFICATION AND SALARY
PLAN CREATING THE CLASSIFICATION OF TECHNICAL
SERVICES MANAGER AND ADDING 2 FTE; ELIMINATING 1
TECHNICAL SERVICES DIVISION MANAGER, 1 COMMUNITY
SERVICES OFFICER, AND 1 SENIOR ADMINISTRATIVE
ASSISTANT

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Police Department and the Human Resources Department that the Council, by resolution, amend the City Classification and Salary Plan to: 1) create the classification of Technical Services Manager with a salary range of \$115,900- \$148,916 annually in Unit 18 - Miscellaneous Mid-Management; 2) add 2.0 FTE Technical Services Managers; and 3) eliminate 1.0 FTE Technical Services Division Manager, 1.0 FTE Community Services Officer, and 1.0 FTE Senior Administrative Assistant.

EXECUTIVE SUMMARY

This resolution establishes the new classification of Technical Services Manager, establishes 2.0 FTE positions in the new classification, and eliminates three vacant positions: 1.0 FTE Technical Services Division Manager, 1.0 FTE Community Services Officer and 1.0 FTE Senior Administrative Assistant. These changes will result in a savings to the General Fund of \$39,808 annually.

BACKGROUND

The Police Department has held several vacant positions over the past year, which provided an opportunity to reevaluate the department's organizational structure. After a thorough analysis of the needs of the department, the Police Department has determined that there is a need for a change in the management of the Technical Services Division to provide more direct oversight to the teams within the division that include: 911 communications center, records, property evidence, crime analysis and Information Technology. Any restructuring would need to be cost-neutral.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

Several positions were intentionally held vacant while the department conducted extensive research, held numerous meetings with a variety of stakeholders, adjusted workloads and made some difficult decisions.

Currently there is one vacant Technical Services Division Manager position, which is at the deputy-director level, overseeing all the teams within the division that include: 911 communications center, records, property evidence, crime analysis and Information Technology. Two mid-level managers are proposed to better manage and oversee the Technical Services Division's workload. After many months of working with the Human Resources Department and the City Manager, the new job description for Technical Services Manager was created. The new job description and salary reflect the scope and authority of the new positions and internal alignment. A coalition of unions in the department provided feedback. This was a critical step in the overall vision for the reorganizational structure the department determined was needed for the future of the organization.

Under general direction of a Police Captain, the Technical Services Managers will, plan, organize, oversee, coordinate, and manage the staff and operations of an assigned section of the Police Department's Technical Services Division; participate in the development of policies and strategies for unit operations; manage the effective use of division resources to improve organizational productivity and customer service; and provide complex and responsible support to sworn management in areas of expertise.

In order to remain under budget, it was determined that the elimination of three vacant positions was the best option: the Technical Services Division Manager, one Community Services Officer, and one Senior Administrative Assistant.

Meet and confer requirements of the Meyers-Milias-Brown Act regarding salary and unit assignment matters have been met with Units 4, 14 and 18.

FISCAL IMPACT

These positions are all General Fund positions, and this action will result in a savings to the General Fund of \$39,808 annually.

ENVIRONMENTAL IMPACT

This proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution

PRESENTER

Pam Lorence, ASO Police