

Agenda Report

TO: City Council DATE: December 3, 2001

FROM: City Manager

SUBJECT: Addendum to PACTE Memorandum of Understanding (MOU) to
Implement Civilian Career Ladder in the Police Department

RECOMMENDATION:

It is recommended that the City Council adopt an addendum to the PACTE MOU to implement a Civilian Career Ladder for non-sworn classifications in the Police Department. The Civilian Career Ladder will create the classifications of Police Specialist I through VI, as well as a revised salary structure for these classes.

BACKGROUND:

Nationwide, civilian (non-sworn) employees in law enforcement agencies face a number of obstacles to career growth due to the rapid civilianization of police positions during the past twenty five years. According to the U.S. Department of Justice publication, *Criminal Justice 2000*, "The shift toward... civilianization that occurred toward the end of the 20th century have been both sudden and sharp, especially when viewed over the nearly 200 years since the creation of the first metropolitan police department in London." In California, civilian police positions now represent one third to one half of the full time positions of most police agencies. Because of the rapid change in this career path in policing, there has been very little organizational structure developed to allow progression from one classification to the next or to supervisory positions and there is limited cross training for different responsibilities.

In the Pasadena Police Department there are 29 different civilian classifications, with civilian staff accounting for 125 of the 363 full time Police Department positions. In comparison, there are only six classifications for the 238 sworn employees in the Department. Accordingly, there was a need to develop a promotional and transfer system for civilian police employees.

To address these issues, a Labor Management Committee was formed in 1998, which consisted of civilian employees from each Section/classification and representatives from each of the bargaining units representing civilian classifications.

The objective of the Civilian Career Advancement Project was to develop a promotional and transfer system for civilian police employees which would provide professional growth and variety as well as organizational flexibility. The common issues identified included the need for career development, cross training, staffing flexibility in a changing workplace and a clear promotional ladder, all without creating a major impact on the Police Department's operating budget.

The American Federation of State, County and Municipal Employees chose to not participate in the first phase implementation which excluded the following classifications: Jailor, Facilities Service Worker, Maintenance Assistant and Garage Attendant. Other classifications were excluded because they require a special skill or experience which could not be readily transferred among employees such as Helicopter Mechanic.

With those exclusions, the Pasadena Police Civilian Career Advancement Project has combined ten classifications and 70 positions, all represented by the PACTE/LIUNA Local 777 into a six classification series. The titles for the classifications are Police Specialist I through VI. Existing classifications have been assigned to the Police Specialist classifications based upon salary and similarity of duties. The number of positions at each Police Specialist level is dependent upon the budget allocation for the FY 2002 budget.

FISCAL IMPACT:

Because positions were grouped with those most similar in rates, the only budget impact is a change of \$0.18 per hour for two positions in the CSO I classification and an increase of \$0.53 for 17 positions in the CSO II classification at an annual cost of \$19,490.

Respectfully Submitted,



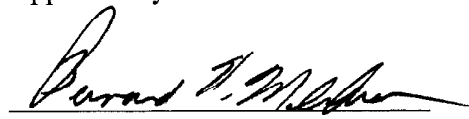
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