

Agenda Report

June 17, 2024

TO: Honorable Mayor and City Council

FROM: Human Resources Department

SUBJECT: ADOPT A RESOLUTION ESTABLISHING LEAD DETENTION OFFICER CLASSIFICATION AND ESTABLISHING THE SALARY FOR THE CLASSIFICATION

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action herein is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3) (Common Sense Exemption); and
2. Adopt a Resolution Establishing Lead Detention Officer Classification and Establishing the Salary for the Classification.

BACKGROUND:

The Human Resources Department's Labor Relations and Classification & Compensation Division is responsible for managing classification and compensation work for the City. Periodically there is a need to update or add job classifications and salary rates as duties and the operational needs of the City change over time and the marketplace adjusts. The City's Manual of Personnel & Administrative Rules establishes a comprehensive process for classification submission in which the Human Resources Department reviews, approves, and provides recommendations on classification requests.

The Police Department requested the development of one new classification:

Lead Detention Officer

The Lead Detention Officer classification is being created to provide lead-level coordination and training of Detention Officers and provide leadership in the absence of a supervisor on an assigned shift. Incumbents perform the full range of Detention

Officer duties as well as provide advanced administrative support to supervisors and will provide more opportunity for career advancement.

As a result of the review above, Human Resources recommends establishing one new classification and salary. The recommended salary control rate for the classification was determined following an analysis of comparable classifications in the labor market and/or an analysis of internal alignment with comparable classifications within the City. All recommended changes are intended to support the City's ability to recruit and retain skilled personnel in a highly competitive labor market. This recommendation also provides a standard differential and alignment between the levels in the series. This action does not require any additional FTEs.

Police Department

Lead Detention Officer: Establish a new classification of Lead Detention Officer with a control rate of \$41.0462 per hour. This classification will be added to the American Federation of State, County and Municipal Employees bargaining unit.

COUNCIL POLICY CONSIDERATION:

This action supports the City Council's strategic goal to maintain fiscal responsibility and stability.

FISCAL IMPACT:

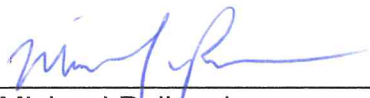
This action will have no fiscal impact.

Respectfully submitted,



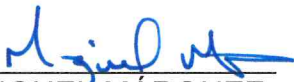
TIFFANY JACOBS-QUINN
Director of Human Resources

Prepared by:



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Principal HR Analyst

Approved by:



MIGUEL MÁRQUEZ
City Manager

Attachment A – Resolution Establishing Lead Detention Officer Classification and Establishing the Salary for the Classification