



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

FROM: City Manager

SUBJECT: A Resolution of the City Council of the City of Commerce, California Approving Revisions to the Personnel Classification and Compensation Plan by Amending the Code Enforcement Officer II, Travel Coach and Public Safety Manager Classifications

MEETING DATE: September 26, 2023

RECOMMENDATION:

That the City Council consider and adopt a Resolution amending the Classification and Compensation Plan by revising the job specification for the Code Enforcement Officer II, Travel Coach and Public Safety Manager classifications.

BACKGROUND & ANALYSIS:

The Human Resources Department periodically reviews classification specifications and recommends changes to the City's Classification and Compensation Plan.

On September 12, 2023 the City Council approved a FT Code Enforcement Officer position, given that this position is currently still vacant, now would be an appropriate time to refresh the job specs and also elaborate on a core task related to the position, illegal vending.

The City Council is also being asked to approve a technical correction to a typo on the Travel Coach position which currently lists a Bachelor's Degree requirement. This was a clerical error and was not intended to be a requirement. It is worth noting that the Supervisor position that the Travel Coach would report to does not require a Bachelor's Degree, nor do similar classifications.

Finally, like the previous two positions discussed, the Public Safety Manager position

is also currently vacant. Since the last revision to the classification, the City has taken a different approach to providing crossing guard services, and there is also a desire to reflect more recent programmatic offerings such as the camera rebate program and license plate reader programs. Further, in order to attract a larger pool of candidates and also emphasize the desire for someone with prior sworn law enforcement background, staff is recommending an update to the job requirements. Finally, the current specs do not list the need to obtain clearance from the Los Angeles County Sheriff's Department so that requirement is being inserted at this time for the sake of clarity. The changes described in this paragraph are included in underlined text in the excerpt inserted below as well as attached in their complete form.

The proposed changes to the **Code Enforcement Officer II** classification are as follows:

Performs land use and environmental inspections to ensure safety and general welfare of residents, and to maintain property values of residences; enforces City codes encompassing sub-standard buildings, zoning, vehicle abatement, nuisance abatement, land use, public health and safety, and other compliance violations such as illegal vending on public and private property; performs special event safety inspections as required.

The proposed changes to the **Travel Coach** classification are as follows:

MINIMUM QUALIFICATIONS

Education and Experience:

~~Bachelor's degree from an accredited college or university OR two (2) years competing at a collegiate or national level.~~

High School diploma or GED equivalent

AND

Two (2) years of coaching experience, preferably with the City of Commerce. Competitive sports experience is desirable.

The proposed changes to the **Public Safety Manager** classification are as follows:

- Oversees the day-to-day activities of the City's Public Safety Division including community safety, neighborhood watch, animal control, parking enforcement, and administration of crossing guard services contractual agreements.
- Develops, administers, and monitors the Public Safety, Animal Control, Crossing Guard, ComCat Volunteer Program and Neighborhood Block Watch programs and budgets; prepares and submits grant applications; administers grant funding and maintains compliance with grant reporting requirements.
- Administers the City's camera rebate program and the City's license plate reader

and related community surveillance programs.

- Supervises Community Services Department operations in the absence of the Assistant City Manager and/or the Safety and Community Services Director.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited college or university with major coursework in criminal justice, police science, or a closely related field.

AND

Five (5) years of supervisory experience in public safety operations. Prior law enforcement experience is desirable.

OR

In lieu of Bachelor's degree, ten (10) years of sworn law enforcement experience and Five (5) years of supervisory experience in public safety operations.

LICENSES, CERTIFICATES AND SPECIAL REQUIREMENTS

Required Licenses or Certifications:

Must possess a valid California driver's license and safe driving record.

Ability to obtain PC832 Certification on or before completion of probationary period.

Ability to obtain 1st Responders Emergency Certification on or before completion on probationary period.

Ability to obtain security clearance (background check) as required by the Los Angeles County Sheriff's Department.

In conclusion, by amending the Lifeguard and Instructor Guard classifications it will increase the applicant pool and allow more flexibility for both the City and candidates.

The union has been provided an opportunity to review the proposed modifications and has not raised objections.

FISCAL IMPACT:

None. No change in salary for this job specification at this time.

ALTERNATIVES:

1. Approve staff recommendation (Approve amending the respective job specifications)
2. Reject staff recommendation
3. Provide staff with further direction

RELATIONSHIP TO STRATEGIC GOALS:

This agenda report relates to the 2016 City of Commerce Strategic Guiding Principle – City Organization, as follows: Establish clear expectations, roles and responsibilities for all employees, elected officials, appointed commissioners and committee members, and volunteers.

ATTACHMENTS:

- 1) Resolution
- 2) Code Enforcement Officer II Specification
- 3) Travel Coach Job Specification
- 4) Public Safety Manager Job Specification

Respectfully submitted by: Edgar P. Cisneros, City Manager

Recommended by: Ela Pappo, Director of Human Resources