



CITY OF COMMERCE AGENDA REPORT

TO: HONORABLE CITY COUNCIL

FROM: CITY ADMINISTRATOR

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA APPROVING REVISIONS TO THE PERSONNEL CLASSIFICATION AND COMPENSATION PLAN BY RECLASSIFYING THE ASSISTANT EMERGENCY PREPAREDNESS OFFICER TO LEAD COMMUNITY SERVICES OFFICER, AND ESTABLISHING JOB DESCRIPTION AND SALARY LEVEL FOR SAID POSITION.

MEETING DATE: NOVEMBER 20, 2018

RECOMMENDATION:

Staff is recommending that the City Council adopt a resolution to eliminate the Part-Time Assistant Emergency Operations Officer position and create a new classification of a Part-Time Lead Community Services Officer and establish the job description and salary level for said position. Staff is also recommending the approval to upgrade a Community Services Officer position into a Lead Community Services Officer.

ANALYSIS:

The Human Resources Department periodically reviews classification specifications and recommends changes to the City's Classification and Compensation Plan. Staffing and compensation needs were discussed and reviewed with the Public Safety and Community Services Department, with staff recommending the elimination of the Assistant Emergency Operations Officer Position. The duties of the Assistant Emergency Operations officer will be reassigned between two Lead Community Services Officers. These positions will report to the Public Safety Manager. The maintenance and update of emergency operations manual will be the responsibility of the Director of Administrative Services and City Clerk and Public Safety Manager. Maintenance of the Emergency Operations Center, implementation of drills, coordination of the USAR Team, communications systems and other related duties will be absorbed between the two Lead Community Services Officers.

Creation of the Lead Community Services Officer position would provide supervisory coverage for the Community Service Officers (CSO) training of new personnel, scheduling, overseeing Comcats program, community outreach efforts, and some emergency preparedness functions. Due to the increase in requests for additional patrols and parking enforcement and increased shift hours, the City would benefit in having additional CSOs

on patrol, while still sustaining the additional emergency preparedness duties. Community Services Officers are the first responders in the matter of disaster and having two dedicated Lead CSOs would allow continuity of efforts while having additional lead CSOs added for patrolling, and performing all CSO functions. Attached to this report is the Job Description for the Lead Community Service Officer.

Staff also recommends upgrading one Part-Time Community Service Officer into a Part-Time Lead Community Service Officer. The job description for the position encompasses a full scope of responsibilities, duties and requirements of the position and is attached for review and approval.

The compensation salary range is recommended to be at 21.5 (same as the EPO position) while the class and compensation analysis is conducted including evaluation of the Lead CSO position.

ALTERNATIVES:

1. Approve staff recommendation
2. Reject staff recommendation.
3. Provide further direction to staff.

FISCAL IMPACT:

Staff recommends that the Lead Community Services Officer position be placed at the Part-Time Salary Range 21.5 (\$27.51 - \$33.55) while an evaluation and recommendation is provided by CPS –HR Consulting (The agency conducting the City’s current Class and Compensation Study).

The projected budget impact for the recommended staffing enhancements to improve the effectiveness of the Public Safety and Community Services Department for the remainder of FY 2018/19 is approximately **\$5,000**. Going forward, the impact will be approximately **\$7,500** annually (exclusive of any future Cost-of-Living increases).

Assistant EPO (Range 21.5) reclassification to a Lead CSO (Range 21.5)	No Change
CSO (Range 19) upgrade to a Lead CSO (Range 21.5)	<u>\$ 7,500</u>
Total	\$ 7,500

In addition to improving the effectiveness of the CSO function, the change would also eliminate the need for premium pay (afforded to CSO’s that provided training and were assigned additional duties overseeing Comcats and Neighborhood Watch, etc.)

Prepared by: Lena Shumway, Director of Administrative Services and City Clerk
Budget Impact: Vilko Domic, Director of Finance
Approved as to Form: Noel Tapia, City Attorney
Respectfully submitted: Edgar Cisneros, City Administrator

ATTACHMENT(S):

1. Lead Community Services Officer - Draft