



Legislation Details (With Text)

**File #:** 15-056      **Version:** 1      **Name:** Staff Report SLMO SS (Police Business Mgr)  
**Type:** Staff Report      **Status:** Filed  
**In control:** City Council  
**On agenda:** 2/17/2015      **Final action:** 2/17/2015  
**Enactment date:**      **Enactment #:**  
**Title:** Staff Report for Resolution Amending the San Leandro Management Organization (SLMO) Salary Schedule to add the classification of Police Business Manager  
**Sponsors:** LaTanya Bellow  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Draft PRB minutes 011515

Date	Ver.	Action By	Action	Result
2/17/2015	1	City Council	Received and Filed	

Staff Report for Resolution Amending the San Leandro Management Organization (SLMO) Salary Schedule to add the classification of Police Business Manager

**SUMMARY AND RECOMMENDATIONS**

Staff recommends that the City Council adopt a resolution to amend the salary schedule of the San Leandro Management Organization (SLMO) to establish the salary for the new classification of Police Business Manager.

**BACKGROUND**

The Police Department has a tremendous need in the area of administrative support for its operations' resources, such as budget preparation, grant management, and administrative program development. These duties are currently performed by sworn police management staff (i.e. Police Captains and Police Lieutenants). Upon review of the department's structure, it was determined that many of the administrative duties could be more efficiently handled by a non-sworn management position, thus allowing sworn managers to focus on sworn safety duties.

Staff recommends that the classification of Police Business Manager be added to the San Leandro Management Organization (SLMO) salary schedule to provide needed administrative support to the Police Department.

**DISCUSSION**

The proposed classification of Police Business Manager would be a non-sworn classification. It would be assigned to the Police Administration Division reporting directly to the Chief of Police or designee. The Police Business Manager will provide administrative and operational support to the Police Department on a wide variety of issues and complex programs. Duties include but are not

limited to:

- Planning, managing and overseeing daily functions of the business systems;
- Managing complex programs, projects or studies that may include budget development and program policy;
- Developing, negotiating and administering external contracts;
- Advising City staff on fiscal and program policy matters;
- Preparing staff studies and making recommendations as directed;
- Serving as a liaison with other divisions, departments or program representatives.

The City has met and conferred to agreement with SLMO regarding the above position on December 22, 2014.

### **Board/Commission Review and Actions**

The Personnel Relations Board approved the Police Business Manager classification specification at its January 15, 2015 meeting.

### **Fiscal Impacts**

The proposed Police Business Manager classification is equivalent to other mid-management level positions that require similar levels of experience and responsibility. The position is represented by San Leandro Management Organization (SLMO) and the salary range is set internally at range 10 (\$99,156 - \$120,528 annually).

The Police Department is currently budgeted for an Administrative Analyst II position, range 13 (\$82,764 annually), which has remained vacant. Funding for the Administrative Analyst II would be diverted to the Police Business Manager position. The difference in salary is a fiscal impact of \$16,392 annually, which will be absorbed through salary savings in current vacant positions within the department.

### **ATTACHMENTS**

#### **Attachment to Staff Report**

- Draft minutes of Personnel Relations Board meeting on January 15, 2015.

#### **Attachment to Resolution**

- SLMO Salary Schedule

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