



Legislation Details (With Text)

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**Title:** Staff Report for Resolution Amending the San Leandro City Employee’s Association, Local 21 IFPTE, Salary Schedule to Add the Classifications of Police Services Technician I/II and Senior Police Services Technician  
**Sponsors:** LaTanya Bellow  
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Staff Report for Resolution Amending the San Leandro City Employee’s Association, Local 21 IFPTE, Salary Schedule to Add the Classifications of Police Services Technician I/II and Senior Police Services Technician

**SUMMARY AND RECOMMENDATIONS**

Staff recommends that the City Council adopt a resolution to amend the salary schedule of the San Leandro City Employee’s Association, Local 21 IFPTE to establish the salaries for the new classifications of Police Services Technician I and II, and Senior Police Services Technician

**BACKGROUND**

Staff recommends that the following classifications be added to the SLCEA salary schedule to provide needed support to City police services:

The Police Services Technician (PST) is a technical level classification within the Police Department that provides a wide variety of technical support for various functions, including; animal control and enforcement; code enforcement activities, including city ordinances and regulations, weed abatement, and zoning codes; and jail operations and criminal investigations. Flexibly staffing this position would provide the City with the option of hiring employees at the entry level or at the journey level depending upon applicant qualifications and staffing needs. The distinction between the entry level PSTI and the journey level PSTII is based upon the employee’s ability to perform the full range of duties with only an occasional instruction or assistance as new, unusual situations arise. Incumbents would typically be hired at the entry level. After gaining the experience, knowledge, and any special requirements that are required to perform the full range of journey level tasks, the incumbent could reasonably expect to progress to the journey level with management approval. However, an applicant with prior job related experience could be hired at the journey level upon

approval of the manager.

Staff has also prepared an advanced journey/lead level within the Police Services Technician classification series. This position is not flexibly staffed with the Police Services Technician I/II and the City would use a recruitment process (internally or open) to fill any vacant positions. Employees at the Senior Police Services Technician level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees at the senior level will perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

The City has met and conferred to agreement with SLCEA regarding the above positions.

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

The Personnel Relations Board approved the Police Services Technician I/II and Senior Police Services Technician classification specifications at its meeting on April 18, 2013.

### **Fiscal Impacts**

The salary for the Police Services Technician II position has been set internally to the current Community Service Officer position. The salary for the Police Services Technician I will be set 10% below the II position. The Senior Polices Services Technician position is set 10% above the II position. The cost for these positions will be covered within the Police Department's current budget as we are converting 8 budgeted Jailer positions (of which 6 are vacant) and 1 vacant Community Service Officer position to PST positions. There are 2 incumbents who are eligible to test for the Police Services Technician II. The remaining Community Service Officer positions will be converted to Police Services Technicians through attrition. A training plan, designed by the Police Department, will be administered to those interested in applying for this position.

### **ATTACHMENTS**

- Draft minutes of Personnel Relations Board meeting of April 18, 2013

**PREPARED BY:** LaTanya Bellow, Human Resources Manager, City Manager's Office