



# *CITY COUNCIL AGENDA REPORT*

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**MEETING DATE:** September 7<sup>th</sup>, 2004

**ITEM NUMBER:** Item Number

**SUBJECT:** ESTABLISHMENT OF THE NEW CLASSIFICATIONS OF POLICE TRAINING ADMINISTRATOR AND POLICE RECORDS ADMINISTRATOR

**DATE:** AUGUST 24, 2004

**FROM:** ADMINISTRATIVE SERVICES DEPARTMENT/PERSONNEL DIVISION

**PRESENTATION BY:** LANCE NAKAMOTO, PRINCIPAL PERSONNEL ANALYST

**FOR FURTHER INFORMATION CONTACT:** LANCE NAKAMOTO AT (714) 754-5172

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## **RECOMMENDATION:**

Adopt Resolution No. 04-\_\_\_\_\_, which amends Resolution No. 02-64 by establishing the new Police Training Administrator and Police Records Administrator job classifications and corresponding salary range.

## **BACKGROUND:**

At the request of the City Manager, the Police and Administrative Services Departments selected the National Center for Education Research and Technology (NCERT), Inc. to conduct an organizational and classification study of the current Police Information Systems Administrator and Police Training Supervisor positions. The intent was to determine whether the concept and essential functions of the current positions were consistent with the work that has been assigned to the positions. The consultant was also charged with determining the appropriate salary level of the positions based upon internal salary relationships and available local labor market compensation data.

## **ANALYSIS:**

The Police Training Supervisor position's primary responsibility is the development, coordination and execution of a wide range of training programs for the Police Department. The position is the full first-level supervisor for one Senior Police Officer, one Police Training Assistant, one Range Master, and one part-time Office Specialist. Additionally, the position regularly provides functional supervision to different levels of sworn officers on assignment for training purposes (as many as six Sergeants, twelve Officers and one Lieutenant at a time).

The Police Department training program is a dynamic program that requires a high level of planning, development, creativity and interpersonal relationship activity. The NCERT consultant recommends that the current class of Police Training Supervisor be reclassified to Police Training Administrator (Attachment 2).

The Police Information Systems Administrator position was reviewed due to a reorganization and reassignment of responsibilities in tandem with the retirement of the former incumbent. The reorganization involved the Management Information Systems (MIS) Division and the Police Records Bureau. The Police Records Information Systems Administrator position supervises one Police Records Bureau Supervisor, three Police Records Shift Supervisors, eighteen Senior Police Records Technicians, one part-time Accounting Specialist and two part-time Police Records Technicians. The records bureau, as currently staffed, has five supervisory positions and twenty-one non-supervisory positions or a supervisor to non-supervisor ratio of 1:4.2. By removing the MIS functions from the position under study, the City in effect increased the amount of supervisory and program management resources in the Police Records Bureau by more than one-half of a position.

The NCERT consultant recommends that the current class of Police Information Systems Administrator be reclassified to Police Records Administrator (Attachment 3). The proposed recommendation would result in a salary range reduction of approximately ten percent (10%).

**ALTERNATIVES CONSIDERED:**

The alternative would be to maintain the existing Police Training Supervisor and Police Information Systems Administrator positions as they currently exist and reallocate some assigned duties.

**FISCAL REVIEW:**

There is no fiscal impact. The salary and related benefits of the reclassified positions can be absorbed and provided through the Fiscal Year 2004-05 budget via salary and benefits savings due to Technical Services Division vacancies.

**LEGAL REVIEW:**

The City Attorney's Office has reviewed the attached documents and, where appropriate, approved them as to form. Also, the Costa Mesa City Employees Association (CMCEA) has been notified of the title changes and concurs with the recommended action.

**CONCLUSION:**

It is recommended that the City Council adopt Salary Resolution 04-\_\_\_\_ (Attachment 1), which establishes the new classifications and salary range as set forth in the attached documents.

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LANCE M. NAKAMOTO  
Principal Personnel Analyst

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HOWARD PERKINS  
Acting Administrative Services Director

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MARC R. PUCKETT  
Director of Finance

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TOM WOOD  
Acting City Attorney

DISTRIBUTION: City Manager  
Acting City Attorney  
Deputy City Clerk  
Finance Director

ATTACHMENTS: 1 [090704-Salary Resolution](#)  
2 [090704-Job Description 0460](#)  
3 [090704-Job Description 0095](#)  
4. [090704-NCERT Study Results](#)

Police Training Administrator

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