

AGENDA

Wednesday, April 17, 2013

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8
Civic Center - 2000 Main Street
Huntington Beach CA 92648

1. CALL TO ORDER

Commissioners: Bush, Clemens, Elford, Inglee, Rivera

Staff Liaison: Bob Hall, Deputy City Manager

Also present:

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources

Mike Vigliotta, Chief Assistant City Attorney

Sandy Henderson, Administrative Aide

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

- Meeting of December 19, 2012

5. PUBLIC HEARING

Public Hearing in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference material included:

- a. Discussion regarding proposed new job classification of **Community Services Officer** in the Police Department amending the City's Classification Plan.

For questions, please contact Sandy Henderson at (714) 960-8828

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Recommended Action:

Approve the new job classification of **Community Services Officer** amending the City's Classification Plan.

6. LABOR RELATIONS UPDATE

7. SECRETARY'S REPORT

8. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

9. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of May 15, 2013.

ITEM # 4

MINUTES

Wednesday, December 19, 2012

City of Huntington Beach PERSONNEL COMMISSION

5:30 PM - Meeting Room B-8
Civic Center - 2000 Main Street
Huntington Beach CA 92648

Pending approval by Personnel Commission at the meeting on 4/17/13
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Commissioner Clemens called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Bush, Clemens, Garner, Inglee, Rivera

Commissioners absent: None

Others Present:

Jim Katapodis, City Councilmember

Michele Warren, Secretary to the Personnel Commission/Director of Human Resources

Mike Vigliotta, Chief Assistant City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Administrative Aide

Dave Bunetta, Police Captain

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Bush and seconded by Commissioner Clemens to approve the minutes for the November 21, 2012 meeting.

VOTE: The motion was carried
AYES: 4
NOES: 0
ABSENT: 0
ABSTAIN: 1 - Inglee

PUBLIC HEARING

- a. Approve the creation of the job specification for the position of Assistant to the City Manager in the City Manager's Office amending the City's Classification Plan.

A motion was made by Commissioner Bush and second by Commissioner Rivera to approve the new job specification.

VOTE: The motion was carried
AYES: 5
NOES: 0
ABSENT: 0

- b. Approve the creation of the job specification for the position of Police Administrative Services Manager in the Police Department amending the City's Classification Plan.

A motion was made by Commissioner Rivera and second by Commissioner Inglee to approve the new job specification.

VOTE: The motion was carried
AYES: 5
NOES: 0
ABSENT: 0

LABOR RELATIONS UPDATE

Michele Warren, Director of Human Resources, advised the Commissioners that negotiations will be resuming with the MEO unit following the holiday closure.

SECRETARY'S REPORT

Ms. Warren reported City Hall will be closed from December 24th through January 1st for all non-emergency services.

COMMENTS FROM COMMISSIONERS

The Commissioners all joined in welcoming Councilmember Jim Katapodis and wishing everyone happy holidays.

ADJOURNMENT

The meeting adjourned at 6:15 PM to the next regularly scheduled meeting of January 16, 2013.

ITEM # 5



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: CREATION OF COMMUNITY SERVICES OFFICER
DATE: APRIL 17, 2013

The Police Department is seeking to create a civilian position to perform a variety of non-sworn, administrative and field support tasks which are currently performed by police officers and other office personnel. Shifting this work to a non-sworn position gives the department greater latitude in assigning police duties to sworn personnel. The Community Services Officer will be a newly created single-position classification established at pay grade 493 and represented by the Municipal Employees Association (MEA).

The primary responsibility of the new position will be to perform complex and specialized civilian law enforcement duties in support of investigations, collection of evidence and property, preparation of related reports, and interactions with other law enforcement personnel. These duties being performed by a non-sworn position is not unique to the City of Huntington Beach. Several cities employ non-sworn personnel to perform this work. The alternative to establishing a new job classification would be to incorporate the work into an existing job class. However, in reviewing the job duties and knowledge, skills, and abilities of internal positions, there are none that require the specific skills set necessary to perform the work of the proposed classification.

The City and MEA have met and conferred regarding the creation of this new job and its inclusion into the classification plan. The recommendation presented is based upon input from the Police Department and a review of similar internal and external jobs.

At this time, staff requests the Personnel Commission to approve staff's recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Proposed Job Class Title	Community Services Officer
Proposed Pay Grade:	493
Affected Employees:	None
Action:	Approve recommended job classification

Att: Community Services Officer Job Class Specification

c: Ken Small, Police Chief
Dave Bunetta, Police Captain
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: COMMUNITY SERVICES OFFICER

PERSONNEL COMMISSION APPROVAL:
COUNCIL APPROVAL:

JOB CODE:	
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT

DUTIES SUMMARY

Under general supervision, performs non-sworn law enforcement duties in various divisions of the Police Department.

EXAMPLES OF ESSENTIAL DUTIES

- Responds to calls and requests for police services not requiring a sworn police officer.
- Processes applications and forms for permits, registrations, sex offender ordinance exemptions and licenses.
- Processes drug registrants including completing forms and fingerprinting and photographing registrants.
- Prepares and administers photo line-ups for victims and witnesses.
- Interviews and takes information from victims and witnesses regarding incidents and prepares crime/incident reports.
- Prepares reports, complaints, declarations and other necessary documents related to investigations; obtains and examines pertinent documents; prepares court packages for the District Attorney's Office for filing criminal complaints; testifies in court as necessary.
- Assists with general inquiries from the public, and serves as liaison with other local agencies that may provide assistance.
- Responds to various traffic collisions and completes traffic accident forms, including statements from involved parties and witnesses; directs and reroutes vehicular and pedestrian traffic due to accidents, special events, and signal outages. Conducts and coordinates investigations of non-injury traffic accidents
- Conducts preliminary investigations including but not limited to crimes with no suspect information or description only, licensing and permitting investigations; issues citations when appropriate after evaluation of information.
- May be required to operate a marked police vehicle on all roads, highways and freeways throughout the City. Operates communication equipment i.e. radio, cell phone and telephone to maintain communication with dispatchers and other police personnel.

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: COMMUNITY SERVICES OFFICER

- Processes paperwork and interviews convicted sex offenders, suspects, and others involved in criminal acts to obtain information for record keeping or filing of charges.
- Oversees administration of City Alarm Ordinance; answers questions pertaining to Ordinance parameters; resolves citizen complaints pertaining to false alarm fines; maintains false alarm records, alarm permits and emergency listings through input into the Records Management System.
- Researches information for citizens, employees, and for the completion of forms and reports; answers basic inquiries regarding Investigation Division investigative procedures and crime reporting practices; refers complainants to appropriate agencies as needed.
- Impounds abandoned bicycles and processes property, evidence, and drug related paraphernalia
- Conducts person searches in the absence of available sworn or detention personnel.
- Tracks and reports the status of warrants and cases being handled by detectives.
- Assists Property Crimes Unit by monitoring pawn slips and processing current licenses or renewals.
- Prepares letters and routine office correspondence; completes logs and records; prepares daily reports; enters, maintains and updates confidential information in investigative case files; accesses, retrieves and updates computerized records from local, state, and federal crime data bases, assembles printouts and warrant packages.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Practices and procedures of working within a law enforcement environment
- Applicable federal, state and local laws, codes, ordinances, rules and regulations
- Investigative procedures and practices
- Practices and principles of providing professional and effective customer service

Ability to:

- Apply public safety laws and rules to daily situations
- Conduct investigations and solicit information
- Provide support to sworn police personnel

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: COMMUNITY SERVICES OFFICER

- Maintain a rational and calm demeanor in assessing problems and determining course of action in emergency or stressful situations
- Effectively respond to questions and inquiries
- Maintain accurate records; operate personal computer and standard software applications
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing with victims/witnesses, suspects, business owners/operators, attorneys, other City staff, vendors, law enforcement personnel, and the general public
- Prepare clear and concise written reports
- Follow oral and written directions, instruction, and orders
- Work outside of normal work hours, including evenings and weekends, as service dictates.

Education: High school diploma or equivalent, supplemented by college-level coursework in criminal justice, law enforcement or other directly related field. Associate's degree in criminal justice or law enforcement preferred.

Experience: Three years' experience performing law enforcement, code enforcement, or police support work involving public contact.

Background Investigation: Must successfully pass a comprehensive background investigation.

License: Possession of a valid California Class C driver's license with a driving record acceptable to the City is required.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Must meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties performed.

Work is performed indoors and outdoors. When working outdoors, the incumbent may be exposed to heat and cold and the elements. There is frequent need to walk and stand. Work may necessitate exposure to environmental factors and incidents such as traffic accidents, odors, dust, noise, human or animal violence, disease, or machinery that may cause discomfort and risk of injury. May climb, stoop, bend, crouch, kneel, and reach above and below shoulder level. Indoor office work requires sitting at a desk or table for prolonged periods of time and use of a computer and screen. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.