



# CITY OF SANTA BARBARA

## COUNCIL AGENDA REPORT

**AGENDA DATE:** June 16, 2015

**TO:** Mayor and Councilmembers

**FROM:** Police Department

**SUBJECT:** Reclassification Of Police Technician Positions In The Police Department

### RECOMMENDATION:

That Council adopt, by reading of title only, A Resolution of the Council of the City of Santa Barbara Amending Resolution No. 14-046, the Position and Salary Control Resolution for Fiscal Year 2015, Affecting the Police Department, Effective December 27, 2014.

### DISCUSSION:

The Police Department requested that Human Resources conduct an analysis to determine the appropriate classification of four Police Technicians. This is a classification that currently exists in the areas of Training and Recruitment, Special Events, Information Technology, and the Investigative Division (Permits and Licenses).

The Police Technician assigned to the Department's Training and Recruitment Division is responsible for all the training compliance for Police personnel and the work associated with the recruitment duties for newly hired personnel. The Police Technician assigned to the Special Events Division is responsible for representing the Police Department at planning meetings for all special events, coordinating the permitting, logistics, and intel/social media of the events, and is at all of the special events to ensure compliance. The Police Technician assigned to the Information Technology Division is involved in the reporting and tracking of crime and other Police related statistics, as well as the maintenance and support of various databases and software programs. The Police Technician assigned to Investigative Division (Permits and Licenses) is responsible for proper issuing of permits and licenses for Dance, Partransit, Pedicap, Massage Permits and Alcohol Beverage Control (ABC) licenses.

The Special Events Coordinator and the Training Coordinator duties were at one point assigned to sworn police officers. During the recession, the current Police Technician positions were created, so that the police officers could be deployed to field duties. Also during the recession, the current Police Technician position assigned to the Information

Technology unit was converted from a vacant Police Crime Analyst position which provided considerable salary savings to the City. The job responsibilities of these positions have developed over the years which has provided the Police Department a better understanding of the most efficient use of these positions. In addition, the Police Department is now able to compare these Police Technicians positions with their counterparts in other Police Departments. .

Human Resources completed its analysis and has determined that three of the four Police Technician assignments (Training and Recruitment, Special Events and Information Technology) are performing the responsibilities of a higher level classification. These three positions should be reclassified to a new classification of Police Services Coordinator in order to more accurately reflect the level of duties and responsibilities performed.

Therefore, it is recommended that a new classification of Police Services Coordinator be created and that the Police Technicians in Training and Recruitment, Special Events, and Information Technology (current salary range \$1,706.13 - \$2,073.81 biweekly) be reclassified to Police Services Coordinator (new salary range \$1,885.10 - \$2,291.35 biweekly). The reclassification will be effective retroactive to December 2014, when the study was concluded.

**BUDGET/FINANCIAL INFORMATION:**

No additional appropriations are needed, as the increased cost can be absorbed into the existing Fiscal Year 2015 budget, and the funds for the change are included in the Fiscal Year 2016 proposed budget.

**PREPARED BY:** Susie Gonzalez, Human Resources Manager

**SUBMITTED BY:** Frank Mannix, Deputy Police Chief

**APPROVED BY:** City Administrator's Office