

RESOLUTION R2019-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, AMENDING THE CITY CLASSIFICATION PLAN BY ADOPTING THE CLASSIFICATION AND SALARY RANGES FOR POLICE RECORDS SPECIALIST I/II AND SENIOR POLICE RECORDS SPECIALIST, AND ABOLISHING THE CLASSIFICATIONS OF POLICE RECORDS ASSISTANT I/II AND SENIOR POLICE RECORDS ASSISTANT; AND UPDATING THE FY 19/20 BUDGET STAFFING PLAN

WHEREAS, the Human Resources Department and Police Department assessed the role of the Police Records Assistant I/II and Senior Police Records Assistant as compared to the scope defined within the current class descriptions and determined it was necessary to reestablish the classification specifications based on the current needs within the Police Department.; and

WHEREAS, the class study revealed Police Records Assistants I/II perform a variety of confidential, technical, collaborative administrative duties such as maintaining documents and correspondence of a sensitive nature, coordinating with other Police Department staff to ensure the accuracy of written reports and documentation, and supporting Police Officers in correspondence with the public; and

WHEREAS, the class study revealed all Police Records staff are required to obtain a P.O.S.T Basic Records Certificate and pass a background investigation which include polygraph and psychological exams; and

WHEREAS, staff in the Human Resources Department reviewed the duties to be performed and recommend amending the classification series to better reflect the duties performed by the incumbents; and

WHEREAS, in order to ensure internal equity and external competitiveness for this technical role it is recommended to change the title from Police Records Assistant I/II to Police Records Specialist I/II and provide a 2.5% annual salary differential between the Office Assistant I/II classifications to further distinguish the roles and add value to the technical aspects of the Police Records role while remaining within 5% of the market rate; and ; and

WHEREAS, the Civil Service Commission recommended the proposed new classifications of Police Records Specialist I/II and Senior Police Records Specialist; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City Staff, and any information provided during public meetings.

ATTACHMENT 1

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Napa, as follows:

1. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the City Council's adoption of this Resolution.

2. The City Council hereby approves amendments to the City Classification Plan by: (a) approving the new classification specification for Police Records Specialist I/II (as described on Exhibit "A," attached hereto, and incorporated herein by reference), the new classification specification for Senior Police Records Specialist (as described in Exhibit "C," attached hereto, and incorporated herein by reference); (b) abolishing the classification of Police Records Assistant I/II (as described in Exhibit "E," attached hereto, and incorporated herein by reference), and abolishing the classification of Senior Police Records Assistant (as described in Exhibit "F," attached hereto, and incorporated herein by reference); and (c) approving the new salary ranges for the Police Records Specialist I/II (Range 4037), Top Step \$55,448 annually for the class of Police Records Specialist I and (4067), Top Step \$61,064 annually for the class of Police Records Specialist II..

3. The City Council hereby approves amendments to the Budget Staffing Plan by adding one Senior Police Records Specialist position in the Police Department and deleting one Senior Police Records Assistant; and adding five Police Records Specialist I/II positions and deleting five Police Records Assistant I/II positions.

4. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 17th day of September, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: _____

Tiffany Carranza
City Clerk

Approved as to form:

Michael W. Barrett
City Attorney