



## Staff Reports

---

**File #:** 1246-2017, **Version:** 1

---

**To:** Honorable Mayor and Members of City Council

**From:** Darlene Colaso, Human Resources Director

**Prepared By:** Jennifer Brizel, Assistant Human Resources Director

**TITLE:**

Staffing Plan Amendments to Delete One Secretary Position, and to add one Management Analyst I Position in the Administrative Division of the Police Department.

**RECOMMENDED ACTION:**

Adopt a resolution amending the Five-Year Budget Staffing Plan by deleting one Secretary position, and adding one Management Analyst I position in the Administrative Division of the Police Department.

**DISCUSSION:**

A classification study was requested by the Police Department to review the analytical support needs within the department. The study results proved to meet the criteria for reclassification of the one Secretary position to the proposed reallocated position of Management Analyst I.

The classification study included a review of our survey cities' allocated Analysts. In reviewing professional level Police Department staff support within our survey cities, the survey supports an increase in analytical support for the Police Department, as described in Exhibit A.

The Administrative Services Manager is the only professional level analytical support available serving both the Police and Fire Departments. The Police Department alone has 130 employees. The Fire Department includes another 80 employees.

The role has grown to be responsible for all training program management for Public Officers and Public Safety Dispatchers, both mandatory POST (Commission on Peace Officer Standards and Training) and required City provided training that includes vendor and instructor relations, contract management, compliance, records retention and management, logistics, and training material coordination. The role will additionally be leading the implementation of a police training software to track all employee training files and training requirements. Additionally, in support of the budget monitoring the role takes on the processing of 90% of the department's purchases with responsibility to research, gather, and analyze data in accordance to the City's budget parameters for cost saving value. There is also moderate support needed for grant reporting.

The results were reviewed by both the Administrative, Management and Professional (AMP) and Napa City Employees Association (NCEA) Bargaining Groups and no concerns were raised.

**FINANCIAL IMPACTS:**

No additional funding is required beyond that already allocated and approved in the current City budget.

**CEQA:**

The Human Resources Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

ATCH 1: Resolution

Exhibit A: Professional Staff Survey

**NOTIFICATION:**

Department Head, Department Manager, Bargaining group representatives.