

MEETING AGENDA

Wednesday, March 16, 2016

City of Huntington Beach
PERSONNEL COMMISSION

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

MEETING ASSISTANCE NOTICE - AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act the following services are available to members of our community who require special assistance to participate in Personnel Commission meetings. If you require special assistance, 48-hour prior notification will enable the city to make reasonable arrangements. To make arrangements for an assisted listening device (ALD) for the hearing impaired, American Sign Language interpreters, a reader during the meeting and/or large print agendas, please contact the City Clerk's Office at (714) 536-5227, or request assistance from staff at the meeting.

1. CALL TO ORDER

Commissioners: Edwards, Lane, Rivera, Storm, Thompson

Staff Liaison: Ken Domer, Assistant City Manager

Also present:

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

Mike Vigliotta, Chief Assistant City Attorney

JoAnn Diaz, Principal Personnel Analyst

Sandy Henderson, Personnel Analyst

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 November 10, 2015

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

5. PUBLIC HEARING

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

Recommended Action: Approve the new job classification and establish the salary range of **Police Administrative Division Services Manager** 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 scheduled meeting of April 20, 2016.

MINUTES

Wednesday, November 10, 2015

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 the Personnel Commission at the meeting on March 16, 2016
(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 Thompson called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Lane, Rivera, Storm, Thompson

Commissioners absent: Edwards

Others Present:

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

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Personnel Analyst

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Storm and seconded by Commissioner Rivera to approve the minutes for the June 17, 2015 meeting.

VOTE: The motion was carried

AYES: 3

NOES: 0

ABSENT: 1

ABSTAIN: 1 - Lane

A motion was made by Commissioner Thompson and seconded by Commissioner Storm to approve the minutes for the June 24, 2015 meeting.

VOTE: The motion was carried

AYES: 3

NOES: 0

ABSENT: 1
ABSTAIN: 1 - Lane

A motion was made by Commissioner Storm and seconded by Commissioner Rivera to approve the minutes for the September 16, 2015 meeting.

VOTE: The motion was carried
AYES: 3
NOES: 0
ABSENT: 1
ABSTAIN: 1 - Thompson

PUBLIC HEARING

- a. Approve the job specification revisions of the position of **Inspection Supervisor** in the Community Development Department amending the City's Classification Plan.

A motion was made by Commissioner Rivera and second by Commissioner Storm to approve the revised job specification as amended.

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

REVIEW AND ADOPT FINAL WRITTEN FINDINGS OF NON-DISCIPLINARY GRIEVANCE REGARDING ASSIGNMENT OF OVERTIME

A motion was made by Commissioner Thompson and second by Commissioner Rivera to approve the final written findings of the non-disciplinary grievance regarding assignment of overtime.

VOTE: The motion was carried
AYES: 3
NOES: 0
ABSENT: 1
ABSTAIN: 1

LABOR RELATIONS UPDATE

Michele Warren, Human Resources Director, reported that negotiations will continue with MEA, MEO and POA. The City will begin negotiations with HBFA and FMA soon.

SECRETARY'S REPORT

Ms. Warren reported the November 18th Personnel Commission meeting will be cancelled.

COMMENTS FROM COMMISSIONERS

Commissioner Storm inquired about any upcoming grievances; Ms. Warren stated there are none.

Commissioner Thompson wished everyone a Happy Thanksgiving.

ADJOURNMENT

The meeting adjourned at 5:40 PM to the next regularly scheduled meeting of December 16, 2015.



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

TO: PERSONNEL COMMISSION
FROM: MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: CREATION OF POLICE ADMINISTRATIVE DIVISION SERVICES MANAGER JOB CLASSIFICATION
DATE: MARCH 16, 2016

The Police Department is seeking to create a non-sworn position, reporting directly to the Police Chief, to oversee all administrative functions within the department, including but not limited to records, dispatch, information systems, budget and finance, personnel and training, fleet and facility maintenance. The proposed title will be **POLICE ADMINISTRATIVE DIVISION SERVICES MANAGER**, to be represented by the Management Employees Organization (MEO). The pay grade for the position is recommended at an hourly salary range of \$57.29 - \$70.98. This is comparable to salary averages of other internal and external managerial classifications (non-sworn) with similar reporting relationships and breadth and scope of authority.

It is the intent of the department to assign administrative tasks and other non-sworn projects being performed by other managers to this position. Some of the duties previously overseen by a Police Captain will be assumed by this new position. Currently the supervisory oversight of the administrative division is rotated approximately every three years amongst the Police Captains; however, this position will ensure continuity in the reporting structure of the administrative division.

The alternative to establishing a new job classification would be to incorporate the work into an existing job class. However, in reviewing the full scope of job duties and responsibilities, and the required knowledge, skills, and abilities of comparable positions, there are none that address the specific subject matter expertise necessary to perform the work of the proposed classification.

The City and MEO 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 recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION

Proposed Job Class Title:	Police Administrative Division Services Manager
Pay Grade:	\$57.29 - \$70.98/hourly
Action:	Create the recommended job classification for inclusion into the City's Classification Plan
Recommendation:	Approve the newly-created job classification at the recommended pay grade
Affected Employees:	None
Attachment:	Police Administrative Division Services Manager Job Description

Cc: Robert Handy, Police Chief
Russell Reinhart, Police Captain
Scott Smith, MEO President
Aaron Peardon, OCEA Representative

**CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION**



TITLE: POLICE ADMINISTRATIVE SERVICES DIVISION MANAGER

PERSONNEL COMMISSION APPROVAL:	MARCH 16, 2016
COUNCIL APPROVAL:	TBD
JOB CODE:	TBD
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT

DUTIES SUMMARY

Under administrative leadership, directs divisional operations and performs broad administrative command responsibilities within the Police Department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Chief of Police
Supervises Sworn and non-sworn personnel

DISTINGUISHING CHARACTERISTICS

This is a single-position classification responsible for the administrative command of various assigned areas of Police Department operations.

EXAMPLES OF ESSENTIAL DUTIES

- Manages assigned department operations by planning, organizing, directing, coordinating, controlling, and evaluating the work of the division to ensure effective service delivery in achieving the mission of the department
- Directs and evaluates the administrative division of the Police Department through subordinate managers; develops and implements management controls and reviews systems for managing operations effectively; evaluates and reviews facilities use and recommends modifications
- Ensures compliance of departmental programs and processes with local, state and federal regulations, and other applicable requirements; analyzes, or directs the analysis of, proposed legislation, laws, regulations, and other provisions to assess the impact on departmental operations; understand and interpret laws, regulations and legal provisions for departmental management; and evaluate and direct changes to department-wide policies, procedures and practices
- Administers fiscal services through accounting and budget professional and support staff to develop, install, and administer accounting and budgeting systems; reports financial conditions, projects revenues and expenditures, and ensures adherence to City accounting, budgeting and reporting requirements
- Directs the analysis, design, implementation, and maintenance of the Department's information system infrastructure, defining short and long range information systems

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: POLICE ADMINISTRATIVE SERVICES DIVISION MANAGER

requirements for the department; consults with department staff and other stakeholders on current and future system needs

- Prepares and/or directs the preparation of, and reviews, a variety of highly sensitive and/or confidential documents such as memos, reports, contracts, and business correspondence to inform, secure approval, or respond to the City Council, City Manager, City Attorney, other departments, external regulatory agencies, and departmental management
- Supervises the analysis of existing departmental policies, programs, systems and procedures related to personnel, finance, information systems, fleet maintenance, and facility management and maintenance issues
- Selects, trains, motivates, and evaluates performance of assigned personnel; provides or coordinates staff training, provides assistance in improving skills and abilities; resolves staffing conflicts and works with employees to correct deficiencies; implements discipline and termination procedures; assists subordinate command staff with personnel management and oversight responsibilities
- Participates in the development of and implementation of departmental goals, objectives, programs, policies, and priorities; identifies opportunities for improving service delivery methods and procedures; identifies resource needs
- Interfaces with staff and other governmental agencies regarding requirements for obtaining program funds, effective grant administration and monitoring procedures; develops and manages assigned contracts and program budgets
- Collaborates with other police management staff regarding department-wide administrative operations to achieve optimal departmental and city-wide performance and outcomes; coordinates division activities with those of other departments and divisions
- Communicates both orally and in writing with City personnel, the general public, elected officials, and other law enforcement personnel; makes public presentations;
- Establishes and maintains effective working relationships with those contacted in the performance of required duties
- Oversees select portions of police emergency operations
- Attends leadership and police management training to stay abreast of industry best practices
- Develops processes to ensure business continuity in the event of a disaster
- Performs other related duties and responsibilities as required

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

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: POLICE ADMINISTRATIVE SERVICES DIVISION MANAGER

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:

- Policies, principles and practices of public administration and municipal government mechanisms
- Pertinent Federal, State, and local laws, codes, and regulations
- Functions of police department operations
- Principles and practices of municipal budget preparation and grant administration
- Principles of supervision, training, and performance evaluation
- Operations, services, activities and evolving trends of comprehensive police department information systems including network, computer aided dispatch, mobile communication systems, telecommunications, voice and data systems and related services
- Customer service and conflict resolution techniques
- Effective managerial principles, practices and techniques
- Methods and techniques of research, analysis, and statistical and analytical report preparation
- Methods and techniques of contract negotiation and administration
- English usage, spelling and grammar; principles of public speaking
- Principles and procedures for financial record keeping and reporting
- Contemporary principals and practices of data-driven policing

Ability to:

- Oversee, direct, and coordinate the work of subordinate staff; select, supervise, train, and evaluate staff; ensure safety and professional work standards are met
- Plan, coordinate and oversee program activities, projects, work schedules and personnel; prioritize activities to meet established deadlines
- Organize and coordinate projects and
- Read, interpret and implement policies, laws, ordinances, rules and regulations
- Perform complex administrative duties involving the use of independent judgment and initiative
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate and interact effectively both verbally and in writing with elected officials, the public, and staff
- Analyze complex issues and problems, develop and evaluate solutions, project consequences of proposed actions and implement recommendations in support of goals
- Deliver quality customer service
- Negotiate and administer various contracts and grants; prepare and administer assigned budgets

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: POLICE ADMINISTRATIVE SERVICES DIVISION MANAGER

- Operate a variety of office equipment including computers and associated computer software applications

Education: Bachelor's Degree in Public or Business Administration, Criminal Justice, Police Science or a closely related field from an accredited university or college. Master's degree in a related field, preferred.

Experience: Seven (7) years' increasingly responsible, management-level law enforcement experience, which includes three (3) years direct supervisory experience overseeing one or more police operational divisions.

Background Investigation: Must successfully pass a comprehensive background review, screening, and investigation.

Certificates/Licenses: A valid California Class C driver license and an acceptable driving record are required by time of appointment.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

PUBLIC EMPLOYEE DISASTER SERVICE WORKER

In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors. The incumbent sits for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. Work is performed in a general office environment. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.