

# *Revised* MEETING AGENDA

Wednesday, September 16, 2015

**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.

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### 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 June 17, 2015
- Meeting of June 24, 2015

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

**5. PUBLIC HEARING**

- a. Discussion regarding proposed new job classification of **Associate Civil Engineer** in the Public Works Department amending the City's Classification Plan.

**Recommended Action:** Approve the new job classification of **Associate Civil Engineer** amending the City's Classification Plan.

- b. Discussion regarding proposed new job classification of **Property and Evidence Supervisor** in the Police Department, amending the City's Classification Plan.

**Recommended Action:** Approve the new job classification of **Property and Evidence Supervisor** amending the City's Classification Plan.

- c. Discussion regarding proposed modifications to the job classification of **Property Officer** in the Police Department, amending the City's Classification Plan.

**Recommended Action:** Approve the modifications to the job classification of **Property Officer** and change the title to **Property and Evidence Officer** amending the City's Classification Plan.

~~**6. REVIEW AND ADOPT FINAL WRITTEN FINDINGS OF NON-DISCIPLINARY GRIEVANCE REGARDING ASSIGNMENT OF OVERTIME**~~

**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 October 21, 2015.

\*Pending City Council approval on September 8, 2015.

**ITEM # 4**

# MINUTES

Wednesday, June 17, 2015

## City of Huntington Beach PERSONNEL COMMISSION

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

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Pending approval by Personnel Commission at the meeting on June 24, 2015  
(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 Elford called the Commission meeting to order at 5:44 PM.

### ROLL CALL

Commissioners present: Elford, Inglee, Rivera, Storm, Thompson

Commissioners absent:

Others Present:

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, Personnel Analyst

### PUBLIC COMMENTS

None

### APPROVAL OF MINUTES

A motion was made by Commissioner Inglee and seconded by Commissioner Thompson to approve the minutes for the April 15, 2015 meeting.

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

**PUBLIC HEARING**

- a. Approve the job specification revisions of the position of Traffic Maintenance Service Worker in the Public Works Department amending the City's Classification Plan.

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

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

**REQUEST TO COMPEL ATTENDANCE OF WITNESSES AT HEARING**

A motion was made by Commissioner Rivera and second by Commissioner Storm to approve the request to compel the attendance at the June 24, 2015 hearing set before the Personnel Commission.

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

**NOMINATIONS AND ELECTION OF CHAIR AND VICE-CHAIR**

A motion was made by Commissioner Rivera and seconded by Commissioner Elford to nominate and elect Dianne Thompson for Chair and to nominate and elect Karin Storm as Vice-Chair.

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

**LABOR RELATIONS UPDATE**

Michele Warren, Human Resources Director, reported that several Memorandum of Understandings expire in 2015. She stated that kick-off meetings were held with the Police Officer's Association (POA) and the Municipal Employees' Association (MEA). She anticipates

negotiations to begin soon with the Huntington Beach Firefighters' Association (HBFA), Surf City Lifeguard Employees Association (SCLEA), and the Management Employees Organization (MEO).

### **SECRETARY'S REPORT**

Ms. Warren reported that a Human Resources staff member, Justin Wessels, will participate in the *World's Largest Surfboard and Most People on the Board* event in an attempt to break the Guinness World Record on June 20, 2015.

### **RECOGNITION OF KATHERINE ELFORD AND PHILIP INGLEE FOR THEIR SERVICE TO THE PERSONNEL COMMISSION**

Ms. Warren presented plaques to outgoing Commissioners Elford and Inglee and thanked them for their service.

### **COMMENTS FROM COMMISSIONERS**

The Commissioners joined in thanking Commissioners Elford and Inglee for their service and congratulated Commissioners Thompson and Storm on their appointments as Chair and Vice-Chair.

Commissioner Thompson said it has been an honor to work with Commissioners Elford and Inglee and it was great to get to know them.

Chair Elford said it has been a fantastic experience for her and thanked staff for all their hard work.

### **ADJOURNMENT**

The meeting adjourned at 6:01 PM to the next special meeting of June 24, 2015.

# MINUTES

Wednesday, June 24, 2015

## City of Huntington Beach PERSONNEL COMMISSION

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

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Pending approval by Personnel Commission at the meeting on July 22, 2015  
(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 Elford called the Commission meeting to order at 5:36 PM.

### ROLL CALL

Commissioners present: Elford, Inglee, Rivera, Storm, Thompson

Commissioners absent:

Others Present:

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

Sandy Henderson, Personnel Analyst

JoAnn Diaz, Principal Human Resources Analyst

Gary Scalabrini, Esq., Legal Counsel for Personnel Commission

### PUBLIC COMMENTS

None

### PERSONNEL COMMISSION REVIEW OF NON-DISCIPLINARY GRIEVANCE IN ACCORDANCE WITH PERSONNEL RULE 19 - CLOSED SESSION

### HEARING REGARDING ASSIGNMENT OF OVERTIME

Deliberation in Closed Session started at 5:38 PM.

### RECONVENED TO OPEN SESSION AT 10:56 PM

The Commission announced its unanimous vote to deny the grievance.

The Commission directed the attorney to prepare Findings of Fact. A meeting will be set to review and adopt Findings of Fact.

**ADJOURNMENT**

The meeting adjourned at 10:58PM to the next regularly scheduled meeting of July 22, 2015.

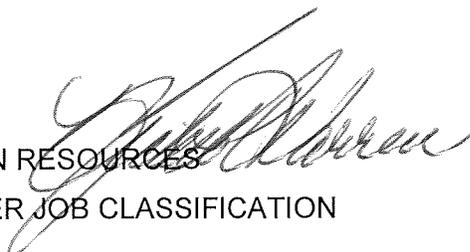
DRAFT

**ITEM # 5a**



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

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** CREATION OF ASSOCIATE CIVIL ENGINEER JOB CLASSIFICATION  
**DATE:** SEPTEMBER 16, 2015



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The Public Works Department has requested a new job classification of Associate Civil Engineer. The job classification will be the journey-level in the engineering series. The primary responsibility will be perform work and assist senior staff with meeting scheduled goals and timeframes related to the Capital Improvement Program. The job class will be FLSA exempt – Learned Professional and represented by the Management Employees Organization (MEO). The pay range was established after taking into consideration pay differentials for other comparable reporting relationships.

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 Public Works 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**

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<b>Proposed Job Class Title:</b>	<b>Associate Civil Engineer</b>
<b>Pay Range:</b>	<b>\$41.44 - \$43.72 - \$46.12 - \$48.66 - \$51.34</b>
<b>Proposed Action:</b>	<b>Amend the Classification Plan by Creating an Associate Civil Engineer Job Classification</b>
<b>Affected Employees:</b>	<b>None</b>
<b>Recommended Action:</b>	<b>Approve the Amendment to the City's Classification Plan</b>

Attachment: Associate Civil Engineer Job Classification Specification

cc: Travis Hopkins, Director of Public Works  
Tom Herbel, City Engineer  
Scott Smith, MEO President

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



**TITLE: ASSOCIATE CIVIL ENGINEER**

**PERSONNEL COMMISSION APPROVAL: SEPTEMBER 16, 2015**

**COUNCIL APPROVAL:**

**JOB CODE:**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: MEO**

**FLSA STATUS: EXEMPT**

**JOB SUMMARY**

Under moderate supervision, performs professional and technical engineering work in assigned area of responsibility such as plan and development review, contract administration and design, and provides technical staff assistance to higher level engineering staff.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Principal Civil Engineer

**DISTINGUISHING CHARACTERISTICS**

The Associate Civil Engineer position is distinguished from the Senior Civil Engineer position in that the latter has a higher and broader level of complex engineering expertise, responsibility and requires additional experience.

**EXAMPLES OF ESSENTIAL DUTIES**

*Assigns, reviews and participates in the design, preparation and checking of construction plans, site investigations, cost estimates, specifications and reports for the construction of public infrastructure improvements and repair of public facilities*

*Determines structural sections, line and grades for construction projects;*

*Investigates and evaluates proposed systems and construction sites;*

*Construction contract administration;*

*Recommends and requests tests to determine soil bearing and geological conditions at proposed construction sites;*

*Confers with other department employees and representatives of government agencies, public utilities and contractors to obtain information pertaining to the preparation of plans, specifications and cost estimates and to the coordination of contract requirements;*

*Reviews manufacturers' specifications and confers with representatives of material suppliers and contractors and other department personnel concerning design criteria;*

*Prepares specifications for construction contracts;*

*Analyzes bids and recommends contract awards;*

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ASSOCIATE CIVIL ENGINEER**

*Interprets specifications, drawings and details of construction and installation for field personnel;  
Reviews proposals and recommendations for design changes or modifications and coordinates the required changes;*

*Prepares reports pertaining to the progress of design, construction and other activities;*

*Functions as a departmental representative at various city meetings;*

*Determines line and grades for storm water management construction projects;*

*Investigates and evaluates proposed BMPs systems and construction sites;*

*Reviews development plans for compliance with city's storm water quality goals and NPDES permit and prepares annual NPDES status reports;*

*Reviews environmental documents and storm water pollution prevention plans (SWPPP)*

*Performs other related duties as required.*

*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.*

**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:

- Modern principles and practices of civil engineering as related to the preparation of plans and specifications for a wide variety of public works projects;
- Land and engineering survey systems, methods and techniques;
- Construction materials and approved standards of safety as related to structural designs and specifications; construction contract administration;
- Supervisory methods and practices.

Ability to:

- Adapt approved engineering methods and standards to the design and construction of a variety of public works projects
- Plan advanced projects and prepare related designs, estimates and specifications; prepare construction plans using AutoCAD
- Perform difficult engineering computations and make comprehensive recommendations for the solution of engineering problems;
- Supervise others
- Communicate effectively both orally and in writing;
- Organize a large variety of projects and activities;
- Establish and maintain cooperative and effective relationships with those contacted in the course of work.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ASSOCIATE CIVIL ENGINEER**

**Education:** Bachelor's degree in Civil Engineering from an accredited college or university.

**Experience:** Five years' experience in the design or construction of public work projects, including a minimum of two years as a professional engineer.

**Certifications/License**

Valid California Class C driver license and an acceptable driving record required by time of appointment.

Registration as a Professional Engineer (PE) from the State of California or other state.

**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**

Incumbents 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 and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must be able to work in and around bodies of water, including the ocean, lakes, and stormwater discharge systems. Must utilize approved safety equipment and protective gear, including but not limited, hard hats, respirators, life vests, and/or hearing protective devices. Requires near vision in reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is also expected to perform inspections of work in the field that may require walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. 9/2015 JD

**ITEM # 5b**



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

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** CREATION OF PROPERTY AND EVIDENCE SUPERVISOR JOB CLASSIFICATION  
**DATE:** SEPTEMBER 16, 2015

*Michele Warren*

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The Police Department has requested a new job classification of **Property and Evidence Supervisor** to oversee the Property and Evidence unit. Present staffing consists of three Property Officers. The unit is currently under the supervision of a Police Lieutenant who oversees the property and evidence function but does not provide direct supervision of the day-to-day operations. The new classification will be represented by the Municipal Employees Association (MEA).

The pay range was established after taking into consideration pay grades for other non-sworn police operations first-line supervisors with comparable duties and responsibilities.

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 comparable positions, there are none that require the specific subject matter expertise 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 recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION**

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**Proposed Job Class Title:** Property and Evidence Supervisor

**Pay Range:** \$30.11 - \$31.76 - \$33.50 - \$35.35 - \$37.29

**Proposed Action:** Amend the Classification Plan by Creating a Property and Evidence Supervisor Job Classification

**Affected Employees:** None

**Recommendation:** Approve the Amendment to the City's Classification Plan

Attachment: Property and Evidence Supervisor Job Classification Specification

cc: Robert Handy, Chief of Police  
Russell Reinhart, Police Captain  
Tim Martin, Police Lieutenant  
Judy Demers, MEA President

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: PROPERTY AND EVIDENCE SUPERVISOR**

**PERSONNEL COMMISSION APPROVAL: SEPTEMBER 16, 2015**

**COUNCIL APPROVAL:**

**JOB CODE:**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: MEA**

**FLSA STATUS: NON-EXEMPT**

**JOB SUMMARY**

Under general direction, plans, coordinates, and supervises the operations of the Property and Evidence unit in the Police Department.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: Police Lieutenant

Supervises: Property and Evidence Officer

**DISTINGUISHING CHARACTERISTICS**

This is the working supervisor classification in the property and evidence officer series. Incumbents perform the full range of complex and difficult work related to assigned duties.

**EXAMPLES OF ESSENTIAL DUTIES**

- Oversees and participates in the receipt, storage, preservation, and maintenance of evidence and other property within a secured area in accordance with applicable local, state and federal laws, regulations and procedures
- Recommends and assists in the implementation of goals and objectives for assigned service areas; establishes schedules and methods for providing services; implements policies and procedures
- Maintains accurate and complete records of evidence, including chain of custody documentation for evidentiary items to ensure integrity of evidence security and meet requirements for effective prosecution
- Accurately enters all property and evidence into the computerized inventory system; maintains and update records as required
- Conducts inventory of equipment and property on a periodic schedule; researches and locates missing items; destroys or disposes of evidence and property in accordance with all applicable laws and procedures; accurately updates appropriate databases in a timely manner

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: PROPERTY AND EVIDENCE SUPERVISOR**

- Releases evidence to officers going to court and for case study; upon authorization, releases property to rightful owners, including inmates released from jail; maintains comprehensive, complete and accurate records of each transaction and final disposition of property/evidence
- Handles and stores firearms; conduct lawful destruction of weapons as provided by law
- Maintains and issues equipment used by police officers and other authorized department personnel, such as cars, flares, fire extinguishers, first aid kits, batteries, weapons, ammunition, and office supplies; maintains accurate inventory records of all exchange transactions
- Assigns work, trains and reviews the work of property and evidence personnel; assigns projects, establishes goals, reviews performance and writes employee performance ratings; participates in the selection of assigned staff; works with employees to correct deficiencies; implements discipline procedures
- Develops and implements staff development and training activities
- Assists in the preparation of budget requests; submits budget recommendations; monitors and maintains records of expenditures from accounts
- Acts as the liaison with the Finance Department on blanket purchase orders, delivery orders and master agreements; orders fuel for police vehicles; orders office supplies
- Develops and maintains proficiency in the operation of existing or evolving electronic computer programs, including department office and inventory software and databases; prepares teletype requests to query serialized evidence, including firearms
- Maintains accurate inventory of police vehicles
- Composes and prepares a variety of forms, letters, reports and other documents using applicable software
- Ensures compliance with and disseminates information regarding property and evidence policy, procedures and regulations as established by police policy and procedures, the Penal Code and applicable laws; responds to questions from the public and co-workers regarding the release of property and evidence; assists other city employees with booking evidence and property
- May transport evidence to other facilities or law enforcement jurisdictions
- Performs related duties and responsibilities as required

*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.*

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### TITLE: PROPERTY AND EVIDENCE SUPERVISOR

#### **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:**

- Principles, practices, laws and rules pertaining to the custody and handling of varied forms of police evidence, including chain of possession of records
- Laws and procedures related to the preservation of physical and digital evidence
- Advanced record keeping procedures used in the issuance, storage and control of property and evidence
- Basic math and accounting processes
- Computer programs and software applicable to office administration, recordkeeping systems, and relevant law enforcement activities
- Basic material handling procedures
- Appropriate safety precautions and procedures
- Principles and practices of supervision

#### **Ability to:**

- Plan, organize, train, motivate, and monitor the work of property and evidence personnel
- Plan, schedule and delegate work assignments;
- Correct, train and participate fully in the work of subordinates; assist in the performance evaluations of personnel
- Perform responsible evidence and property control duties with accuracy and integrity
- Ensure adherence to pertinent local, state and federal laws governing the acceptance, storing and release of property, evidence and firearms
- Maintain accurate records
- Operate a personal computer and apply standard software applications
- Operate a vehicle observing legal and defensive driving practices
- Establish, maintain and modify filing and record-keeping systems
- Communicate clearly and concisely both orally and in writing
- Understand pertinent procedures and functions quickly and apply them without immediate supervision
- Establish and maintain effective relationships with those contacted in the course of work
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations

## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



#### **TITLE: PROPERTY AND EVIDENCE SUPERVISOR**

**Education:** High school diploma or equivalent supplemented by one (1) year (30 semester or 45 quarter units) of college-level course work or specialized training in law enforcement and/or other directly-related subjects. Associate's degree preferred.

**Experience:** Three years' experience as a property clerk, or performing work related to the preservation of evidence, or other applicable criminal justice or law enforcement experience, including lead or supervisory duties.

**License/Certifications:** Possession of valid California Class C driver license and an acceptable driving record are required by time of appointment.

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

#### **SPECIAL CONDITIONS**

Incumbents must be available to work all assigned shifts, including evenings, nights, weekends and holidays.

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 primarily in an office setting with occasional off-site assignments. Routine exposure to odors, chemicals blood, hazardous substances and bodily fluids. The incumbent may sit or stand for prolonged periods of time depending on the work being performed. Uses a computer keyboard and related equipment. Walks 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. Physical demands including standing,

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PROPERTY AND EVIDENCE SUPERVISOR**

walking, climbing, stooping, crouching, twisting, bending, pushing, pulling, reaching, grasping, lifting and moving tools, equipment, property and evidence weighing 50 pounds or less. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

DRAFT

**ITEM # 5c**



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

**TO:** PERSONNEL COMMISSION

**FROM:** MICHELE WARREN, DIRECTOR OF HUMAN RESOURCES 

**SUBJECT:** REVISIONS TO PROPERTY OFFICER JOB CLASSIFICATION SPECIFICATION

**DATE:** SEPTEMBER 16, 2015

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The Police Department has requested the **Property Officer** job classification be updated to **Property and Evidence Officer**. The inclusion of "evidence" in the title denotes not only the responsibility to store property booked for safekeeping or found property in a secure, safe, professional manner, but also the importance of the intake, processing, security, accountability, and proper disposition of evidence. The proposed title is one commonly used for comparable positions within the police services industry.

Modifications to the existing job specification were also made to reflect the proposed reporting relationship, minor edits to the duties of work performed, and inclusion of the standard Public Employee Disaster Service Worker language. The current pay grade remains the same

The recommendation presented is based upon the Police Department's input and the meet and confer process with the MEA.

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**

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**Proposed Job Class Title:** Property and Evidence Officer

**Action:** Update Existing Job Classification

**Affected Employees:** Three

**Recommendation:** Approve the update of the Property Officer to Property and Evidence Officer

Att: Property and Evidence Officer Job Class Specification

cc: Robert Handy, Chief of Police  
Russell Reinhart, Police Captain  
Tim Martin, Police Lieutenant  
Judy Demers, MEA President



## CITY OF HUNTINGTON BEACH

### CLASS SPECIFICATION



TITLE: PROPERTY AND EVIDENCE OFFICER    DATE: DECEMBER, 2001

requirements for effective prosecution; may appear in court to testify regarding chain of custody and handling of evidence

- Coordinates and records the temporary release of property to authorized persons for crime lab analysis, court appearances, investigative use, and other approved circumstances; may transport property and evidence  
~~—retrieves, dispenses, and disposes of all evidence, property held for safekeeping, and found property for the Police Department~~
- Receives, stores, safeguards and maintains custody of other property for safekeeping, including but not limited to personal property taken as a result of arrests or from incapacitated persons
- Receives found property for safekeeping; may attempt to contact owner when feasible
- Designs and maintains and adheres to detailed inventory control procedures, records, check-in and check-out logs, and account records of various forms of evidence  
~~—Receives and logs in all incoming evidence and items for safekeeping~~
- Plans and initiates methods and procedures for maintaining stores; organizes the inventory; maintains cleanliness of the facility  
~~—Maintains accurate records of the chain of evidence and appears in court to testify to the same~~
- Maintains detailed records and files and initiates reports of all transactions  
~~Checks identification and authorization and releases property to the public~~
- Assists in preparing property for police auctions as required; disposes of property and records actions taken; destroys weapons, narcotics and intoxicating beverages as prescribed by law
- Checks identification and authorization and releases property to victims, owners, and suspects or designated party; verifies appropriateness of release, identification of owner and legal right to the property
- Assists Department personnel in maintaining inventory of office supplies and equipment
- Performs other related duties as assigned

*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.*

### **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:*

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PROPERTY AND EVIDENCE OFFICER    DATE: DECEMBER, 2001**

**Knowledge of:**

- Principles, practices, laws, and rules pertaining to the custody and handling of various forms of police evidence, including chain of custody of records
- Best practices for packaging and storage of property and evidence
- Safe handling practices and specialized storage requirements for hazardous or dangerous items and materials and firearms
- Local, state and federal laws and regulations governing the receipt, storage, release and destruction of property, including firearms
- Bar coding systems and various computer software programs used for property records and inventory
- Stock room and inventory control procedures;
- Rules of evidence as they pertain to the custody and handling of ~~varied forms of~~ evidence
- Police Department procedures and policies.

**Ability to:**

- Analyze, receive, categorize record, store, and maintain property and evidence
- Keep accurate records of items received, issued and ~~on hand~~ in stock
- Use a variety of advisory data and police information systems including state criminal and motor vehicle codes, police reports, CLETS/NCIC/NLETS/CJIC/AWSS information and printouts, warrant information, victim/witness statements, criminal complaints, statistical reports, police procedures and policies
- Communicate clearly and concisely both orally and in writing ~~to Department personnel and the general public; accurately maintain a perpetual inventory.~~
- Follow oral and written instructions
- Operate a personal computer and apply standard software applications
- Maintain accurate records, record and retrieve information; write reports
- Establish and maintain effective and cooperative working relationships with those contacted in the performance of duties

**Education:** High school diploma or equivalent.

**Experience:** Three years' ~~as~~ stock clerk or property clerk experience in a law enforcement environment or other related criminal justice or law enforcement experience; one year related to the preservation of evidence.

**License/Certifications:** ~~Possession of a v~~valid California ~~motor vehicle operator's~~driver license and an acceptable driving record; ~~must pass an extensive background check.~~

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PROPERTY AND EVIDENCE OFFICER    DATE: DECEMBER, 2001**

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

**SPECIAL CONDITIONS**

Incumbents must be available to work all assigned shifts, including evenings, nights, weekends and holidays.

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.

**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**

—Work involves exposure to potential physical harm. There is frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform other similar actions during the course of the workday. Must be able to work any shift, including weekends and holidays. Employee accommodations for physical disabilities will be considered on a case-by-case basis. 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 may sit or stand for prolonged periods of time depending on the work being performed. Uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools, equipment and pieces of evidence weighing 50 pounds or less. Walks 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. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: PROPERTY AND EVIDENCE OFFICER    DATE: DECEMBER, 2001**

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