

Council Meeting
October 9, 2007

Honorable Mayor and Members
of the City Council
City Hall
Torrance, CA

Subject: Approval of Proposed Class Specification for Police Records Technician and adoption of an amendment to the resolution governing employees represented by Torrance City Employees Association to implement the salary range.

RECOMMENDATION

The Human Resources Director and the Civil Service Commission recommend approval of the proposed class specification for Police Records Technician and the reallocation of incumbent employees. In addition, approval is recommended for the adoption of an amendment to the resolution governing employees represented by Torrance City Employees Association (TCEA) to implement the salary range for Police Records Technician.

FUNDING

Not Applicable.

BACKGROUND

At the request of the Torrance City Employees Association (TCEA) and the Police Chief a study was conducted of the Typist Clerks assigned to the Police Records Division. As a result of the study, the proposed class specification of Police Records Technician has been developed.

At their meeting of September 24, 2007, the Civil Service Commission unanimously approved the proposed class specification for Police Records Technician and the recommendation that current incumbents in the classification of Typist Clerk (assigned to the Police Records Division) be allocated to the proposed classification. Representatives from Management and the TCEA have met and agreed on the proposed class specification and the placement of the incumbents into the Police Records Technician classification. This recommendation is submitted to your Honorable Body for your review and approval.

ANALYSIS

Results of the classification study indicated that the duties of incumbent Typist Clerks in the Police Records Division are distinct and specialized such that the existing class specification did not accurately reflect the scope of the position and the duties performed. Police Records Technicians perform specialized clerical duties in the preparation and maintenance of police records; provide support to Police Officers and Services Officers; and responds to public information inquiries.

The Education and Experience required to perform the duties of the position would be as follows:

Graduation from high school or possession of a GED Certificate. One year of experience in public contact work. Experience performing the accurate input of data or performing clerical or administrative support is highly desirable.

The proposed salary range for Police Records Technician is \$15.15 to \$19.34. The proposed salary range is similar to positions in comparable agencies.

ALLOCATION OF THE INCUMBENT TYPIST CLERKS ASSIGNED TO THE POLICE RECORDS DIVISION

An analysis of the duties performed and the current knowledge and abilities of the incumbents in the position of Typist Clerks in the Police Records Division revealed that they perform specialized clerical duties in the preparation and maintenance of police records; provide support to Police Officers and Services Officers; and responds to public information inquiries.

Based on analysis of the relevant factors, all of the factors have been adhered to in consideration of the allocation of the incumbent to the proposed classification without examination.

In addition, Torrance Municipal Code Section 14.2.3, Change in Classification Plan, states that the Human Resources Director, under the direction of the City Manager, shall make recommendations concerning class specifications and position allocations to the Civil Service Commission and forward to the City Council for final approval.

Respectfully submitted,
CIVIL SERVICE COMMISSION
Thomas L. Doty, Chair

ELAINE M. WINER
Human Resources Director

By Melody P. Lawrence
Melody P. Lawrence
Human Resources Manager

CONCUR:

Elaine M. Winer
Elaine M. Winer
Human Resources Director

Clay J. Corey
Clay Corey
TCEA, Vice President

NOTED:

Leroy J. Jackson
Leroy J. Jackson
City Manager

Attachments:

- A. Proposed Class Specifications for Police Records Technician
- B. Supplemental Salary Resolution

City of Torrance
Class Code: 1115
Class Designation: Civil Service

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POLICE RECORDS TECHNICIAN

DEFINITION:

Under general supervision, performs specialized clerical duties in the preparation and maintenance of police records; provides support to Police Officers and Services Officers; responds to public information inquiries; and performs related work as required.

DISTINGUISHING FEATURES:

Incumbents are distinguished from the other clerical and administrative position in performing duties specifically related to the preparation and maintenance of police records. Work requires incumbents to exercise judgment in selecting appropriate guidelines to follow; significant deviations require prior approval. Interpretation of administrative or operational policies is necessary.

SUPERVISION EXERCISED/RECEIVED:

General supervision is provided by professional and technical supervisory positions (sworn and non-sworn), including, but not limited to the Police Records Supervisor.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties represent the principal job duties; however, they may vary depending on assignment and they are not all-inclusive

- Makes automated notifications to Department of Justice (DOJ) state mandated programs, and manages local supporting files.
- Assists CLETS Agency Terminal Coordinator in enforcing system compliance laws and carrying out validation and audit responsibilities.
- Interprets documentation from Department of Motor Vehicles (DMV) and DOJ in order to verify pre-existing records for accuracy and validations; modifies as needed and makes entries of property, vehicles, firearms, protective orders, and missing persons.
- Interacts extensively with the public, City and department personnel and other law enforcement agencies on the telephone and in person in a courteous and tactful manner.
- Responds to requests for information in compliance with Departmental policy, legal and governmental guidelines.
- Maintains electronic and paper crime, arrest, and incident report files; ensuring such records are properly retained in accordance to Department policy and procedures.
- Checks both electronic and paper documentation for completeness, accuracy and compliance with legal and other requirements.
- Accesses various local, state and national law enforcement systems to enter and retrieve information.
- Generates automated notifications to Department of Justice on state mandated programs and manages local supporting files.
- Codes and enters data into an automated records management database.
- Retrieves, assembles, and disseminates reports and information from files in an accurate and timely basis for Departmental staff.

- Types arrest reports, search warrants and related materials using word processing system to meet specific deadlines.
 - Researches and provides information by phone, in person and by mail relating to crime, arrest and traffic reports; receives, verifies and accounts for a variety of fees.
 - Classifies incoming crime reports in accordance with the FBI Uniform Crime Reporting Criteria; minimizes classification errors.
 - Ensures that records release and dissemination is handled in accordance with all applicable laws and regulations
 - Prepares criminal statistical reports required by the Police Department consistent with established deadlines.
 - Maintains and purges reports in accordance with city and state guidelines.
 - Accepts subpoenas for service.
 - Gang Detail - May be required to obtain certification for access and inquiry to Cal Gang database to provide assistance and support to Gang Enforcement Team.
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Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Process and complies with subpoenas Duces Tecum and Discovery Orders.
 - Record sealing - Seal and expunge criminal reports in accordance with city and state guidelines.
 - Files and maintains a variety of records, forms and correspondence.
 - Perform routine clerical duties, including processing mail, ordering office supplies, collating, copying, filing and faxing information.
 - Attends division and department meetings as required.
 - Performs related duties as required.
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QUALIFICATION GUIDELINES:

Knowledge of:

- Law enforcement practices and basic operations of a Police Records function
- Police procedures, rules, regulations and terminology and law enforcement codes as related to assigned functions.
- Rules and regulations of the National Crime Information Center (NCIC) and the California Law Enforcement Telecommunications System (CLETS) as related to assigned functions.
- Basic English, grammar, spelling, punctuation, vocabulary and arithmetic.
- Filing procedures (alpha and numeric).
- Telephone etiquette and procedures.
- Modern office methods, practices and equipment currently in use by Department
- Teletype procedures, police terminology, law enforcement codes and laws applying to the release of information.

Ability To:

- Understand and interpret rules, regulations and laws related to the Police Records function.
- Interprets administrative or operational policies without immediate supervision within appropriate guidelines.

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- Exercise independent judgment in the release of confidential records within department and legal guidelines.
- Interact with the public and other City employees both in person and over the telephone in a courteous and tactful manner; maintain diplomacy under stressful situations.
- Follow oral and written instructions.
- Establish and maintain cooperative working relationship with those contacted in course of work.
- Communicate clearly and distinctly, verbally and in writing.
- Deal discreetly with and maintain the confidentiality of sensitive records and information
- Learn, retain and apply routine to complex information, Teletype procedures, police terminology, law enforcement codes and laws applying to the release of information.
- Perform several tasks simultaneously, prioritize and meet deadlines
- Operate standard office machines and equipment, including word processing and other office computer equipment and applications currently in use by the Department.

LICENSE OR CERTIFICATE:

None required

EDUCATION AND EXPERIENCE:

Any combination of education and experience that provides the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Graduation from high school or possession of a GED Certificate. One year of experience in public contact work. Experience performing the accurate input of data or performing clerical or administrative support is highly desirable.

SPECIAL REQUIREMENT

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Must be able and willing to work rotating shifts and holidays

Must be able to successfully pass a background investigation

Requires the ability to exert a small amount of physical effort in sedentary to light work involving lifting and moving files, and moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and the use of calculators. Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

CAREER LADDER INFORMATION

Experience gained in this classification in addition to training and acquisition of additional skills may serve to meet the minimum requirements for promotion to Police Records Supervisor.

MEMORANDUM OF UNDERSTANDING

A MEMORANDUM OF UNDERSTANDING SETTING FORTH THE HOURS, WAGES AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY TORRANCE CITY EMPLOYEES ASSOCIATION (TCEA)

An agreement of the undersigned representatives of the Torrance City Employees Association (TCEA) and the representatives of the City of Torrance (City) that:

The attached Resolution is recommended to the City Council for adoption in its entirety. It covers wages, hours and working conditions for the period starting March 1, 2007, through February 28, 2010, and was reached through agreement of the undersigned parties.

Signed this 2nd day of October 2007.

Management

M. Lawrence

TCEA

Clay J. Gray

RESOLUTION NO. 2007 -

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE AMENDING RESOLUTION NO. 2007-48 SETTING FORTH CHANGES REGARDING HOURS, WAGES, AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY THE TORRANCE CITY EMPLOYEES ASSOCIATION

The City Council of the City of Torrance does hereby amend as follows:

SECTION 1.

That Resolution No. 2007-48 is hereby amended as follows:

October 14, 2007

ARTICLE 13 – AMENDMENTS**SECTION 13.1 - AMENDMENT TO SECTION 2.1 – PAY RANGES AND CLASS TITLES****ARTICLE 2 COMPENSATION****SECTION 2.1 – PAY RANGES AND CLASS TITLES****BASE HOURLY PAY RANGE**

ADD:

CLASS TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Police Records Technician	\$15.15	\$15.91	\$16.69	\$17.56	\$18.42	\$18.90*	\$19.34*

- Extended Steps

ARTICLE 3 - SPECIAL COMPENSATION**SECTION 3.1 PREMIUMS**

E) Designated Assignments:

DELETE:

1) Police Records Assignment:

~~Those employees in the classification of Typist Clerk I, Typist Clerk II, and Senior Typist Clerk assigned to a rotating shift in the Records Division of the Police Department shall receive a premium of \$0.35 per hour for all shifts. New employees shall be required to serve a maximum of one 28 day cycle training period on the day watch performing work on the rotating shift assignment prior to attaining eligibility for the rotating shift premium.~~

~~In addition to other premiums, those employees in the classification of Typist Clerk and Senior Typist Clerk assigned to the Records Division of the Police Department shall receive a premium of \$0.40 per hour.~~

ADD:**E) Designated Assignments:****1) Police Records Assignment:**

Those employees in the classification of **Police Records Technician** assigned to a rotating shift in the Records Division of the Police Department shall receive a premium of \$0.35 per hour for all shifts. New employees shall be required to serve a maximum of one 28 day cycle training period on the day watch performing work on the rotating shift assignment prior to attaining eligibility for the rotating shift premium.

In addition to other premiums, those employees in the classification of **Police Records Technician** assigned to the Records Division of the Police Department shall receive a premium of \$0.40 per hour.

SECTION 3 SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction such decision shall not affect the validity of the remaining portions of the Resolution. The City Council hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

Introduced, approved and adopted this 9th day of October 2007

Mayor Frank Scotto

APPROVED AS TO FORM:
JOHN FELLOWS III, City Attorney

ATTEST:

By _____
Ronald T. Pohl, Assistant City Attorney

Sue Herbers, CMC
City Clerk