

PERSONNEL COMMITTEE

11-0622R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF POLICE RECORDS AND TECHNOLOGY MANAGER.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of police records and technology manager, which were approved by the civil service board on October 4, 2011 and which are filed with the city clerk as Public Document No. \_\_\_\_\_, are approved; this classification shall remain subject to the city's collective bargaining agreement with its supervisory unit employees and compensated at Pay Ranges 1075-1090.

Approved:



Department Director

Approved for presentation to council:



Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

HR/ATTY TS:cjk 11/17/2011

STATEMENT OF PURPOSE: This classification was created after a recent review of the Police Department Records and Support Unit. Police records include audio and video and are often transmitted wirelessly from the field, rather than a reliance on paper records created by hand. These changes in technology require an individual with more technical education and experience. Also, in the past, the unit has been supervised by sworn police staff, with a Police Records Coordinator serving as a lead worker to the other clerical records staff. The supervision and management of that staff would be better served by a technical records manager.

This classification will report to the Deputy Chief of Police and will be responsible for planning, organizing, supervising and managing the day-to-day activities and personnel of the records and related information technology areas.

The pay rate negotiated for this classification is Pay Range 1075-1090 pay rate of \$4651 to \$6107 per month.