



Agenda Report

MEETING DATE: Wednesday, April 21, 2021

TO: Personnel Commission

FROM: POLICE CHIEF HONDA

SUBJECT: UPDATED POLICE SERVICE SPECIALIST JOB DESCRIPTION

RECOMMENDED ACTION:

It is recommended that the Personnel Commission recommend to the City Council the approval of the updated Police Service Specialist (PSS) job description. There is no proposed change to the salary.

DISCUSSION:

The Police Service Specialist classification serves in a variety of roles in the Police Department supporting sworn staff. This job classification was last updated in 2001 and is in the Operating Engineers Local No. 3 bargaining unit.

Some of the duties of the PSS include reviewing and responding to citizen inquiries and requests, taking and completing police reports in non-emergency incidents, conducting traffic control, assisting with evidence collection, photographing crime scenes, and issuing citations for municipal and vehicle code violations.

The only update proposed to this job description is the removal of the duty to "Register and maintain files of sex offenders, drug offenders, and/or arson offenders with registration requirements." These duties are handled by the detective unit which is staffed with sworn officers.

This request was made by the union and is supported by the employees in the job classification and by the department.

FINANCIAL IMPACT:

There is no proposed change to the salary, so there is no financial impact.

ALTERNATIVE ACTION:

ATTACHMENTS AND/OR REFERENCES (If any):

Police Service Specialist Job Description