

# CITY OF EL CAJON

## Personnel Commission

# AGENDA

**Richard Nasif**  
*Chair*

**Richard Agundez, Jr.**  
*Vice Chair*

**Donald Bishop**  
*Commissioner*

**Susi Kuklinski**  
*Commissioner*

**Mary Thigpen**  
*Commissioner*

**Graham Mitchell**  
*Assistant City Manager*

**Marisol Thorn**  
*Deputy Director of  
Administrative Services*

**Megan Main**  
*Human Resources Analyst*

**Salina Battisti**  
*Administrative Secretary (HR)*



*February 15, 2018*

# PERSONNEL COMMISSION



## AGENDA

February 15, 2018 at 3:30 PM  
City Council Chamber  
200 Civic Center Way  
El Cajon, CA 92020



**NOTICE IS HEREBY GIVEN** that a meeting of the City of El Cajon's Personnel Commission will be held at **3:30 p.m. on Thursday, February 15, 2018, in the City Council Chambers**, located at 200 Civic Center Way, El Cajon, California, to consider the following:

1. **CALL TO ORDER:**     **Richard Nasif**
2. **ROLL CALL:** **Salina Battisti**
3. **PLEDGE OF ALLEGIANCE**
4. **MINUTES OF PREVIOUS MEETINGS**
5.     **ORAL COMMUNICATIONS:** Each person who wishes to speak before the Personnel Commission on any matter not listed on the Agenda shall approach the Personnel Commission, give his/her name and address, and limit his/her presentation to three minutes.
6. **ACTION ITEMS:**  
  
      **Review of Classified Job Specifications**  
  
      6.1. Review of Police Services Officer Classification Series

## 7. ADJOURNMENT

In accordance with provisions of Government Code Section 54957, no other business shall be considered at this Regular Meeting of the Personnel Commission.

The City of El Cajon endeavors to comply with the Americans with Disabilities Act. If you require assistance or auxiliary aids in order to participate at Personnel Commission meetings, please contact the Human Resources Division at (619) 441-1736 as far in advance of the meeting as possible.

# City of El Cajon Personnel Commission Agenda Report

**DATE:** February 15, 2018

**TO:** Commission Chair Richard Nasif  
Commissioner Vice Chair, Richard Agundez  
Commissioner Donald Bishop  
Commissioner “Susi” Kuklinski  
Commissioner Mary Thigpen

**FROM:** Graham Mitchell, Assistant City Manager

**SUBJECT:** Creation of a Police Services Officer Classification Series

**BACKGROUND:** In line with the City’s vision, staff strives to ensure staffing levels and classifications prepare the City to address 21<sup>st</sup> Century challenges. As part of this effort, the City proposes creating a Police Service Officer II classification.

Currently, the City has an approved classification specification for Police Services Officer (PSO). However, the City recommends expanding the assigned areas of the PSO, thus requiring the creation of a PSO II classification. The creation of a new classification aligns with the City’s goal and will allow the organization to be better coordinated, more flexible, and operate more effectively into the future.

Specifically, the City proposes to retitle the current PSO to PSO I—this would include deleting the required work experience from the minimum requirements. The change in minimum requirements will allow the City to expand its applicant pool within the community and also the flexibility to use Police Recruit applicants who are not successful in the Captain’s interview process. Second, the City proposes to create a PSO II position which will in turn establish a class series and career path for current PSOs who are interested in moving up within the organization. The PSO II will add two assignments to the class series. These two assignments include work in parks and with animal services. The PSO II classification is already used in comparable positions throughout other agencies in San Diego County.

The City currently has thirteen budgeted PSO positions with five of those positions being vacant. The City plans to reclassify two of the five vacant PSO positions to PSO II. The encumbered positions would then be reclassified to PSO I. There would be no

adverse impact to any of the current incumbents. Furthermore, the classification is represented by the El Cajon Municipal Employees' Association (ECMEA). ECMEA has reviewed and approved the proposed classification series.

**RECOMMENDATION:** It is recommended that the Commission review and approve the proposed creation of a Police Services Officer classification series.

# CITY OF EL CAJON

## POLICE SERVICES OFFICER I

### CLASSIFICATION DESCRIPTION

**Function:** Under general supervision, to perform a variety of specialized police support duties in a non-sworn capacity; and perform related work as required.

**Representative Duties:** (All assignments)

- Prepares reports of crimes and violations taken over the telephone, in the field, or at the front counter of the Police facility;
- operates computers and other equipment to input, access and maintain statistics;
- assists in preparation of documents and evidence for court and testifies in court as required;
- maintains a variety of files and logs;
- may be required to train new employees and volunteers.

There are currently four assignments in this classification. As the need arises, additional assignments may be created. The representative duties in the current assignments are:

#### **Traffic assignment:**

- Directs traffic;
- investigates and impounds abandoned vehicles;
- conducts and coordinates school patrol outing and summer camp;
- investigates minor traffic accidents;
- may collect and photograph evidence;
- may coordinate the school safety patrol and bicycle safety programs;
- investigates and enforces a variety of traffic-related municipal ordinances and state vehicle code provisions.

#### **Investigation assignment:**

- Investigates misdemeanor and some non-violent felony crimes;
- prepares cases for presentation to the district attorney;
- interviews victims, witnesses and suspects;
- conducts follow-up on cases;

- inventories and tags seized property;
- may be assigned to act as juvenile liaison officer;
- assists in medical examination of rape victims for evidence collection;
- serves as liaison with other agencies.

**Patrol assignment:**

- Conducts basic evidence gathering at crime scenes and case investigations,
- collection and preservation of evidence for court presentation;
- may investigate minor traffic accidents;
- performs traffic control duties;
- issues parking citations and investigates and impounds abandoned vehicles.

**Administration Assignment:**

- Develops, facilitates and conducts crime awareness, prevention and security inspection programs within the community;
- mobilizes community crime prevention volunteer groups;
- monitors, analyzes and identifies actual and potential crime trends;
- prepares staff reports;
- coordinates speakers bureau and facility tour programs.

**Contacts and Relationships:** Employees deal with essentially all segments of society, often in situations requiring the exercise of the utmost in tact and discretion.

**Accountability:** Employees are accountable for taking prompt and appropriate action in emergency situations while applying learned techniques and procedures. Employees are expected to follow departmental rules, regulations and training guidelines as well as dealing courteously with the public.

**Working Conditions:** Employees in this class perform a variety of assignments on a rotating shift and assignment basis. Assignments involve both office and field work as determined by the assignment. Employees working in the field are exposed to the elements, the hazards of traffic, and verbal and physical abuse. Employees may be required to wear uniforms.

## QUALIFICATIONS GUIDELINES

**Physical Condition:** Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

~~**Experience:**~~ ~~Some experience in a police related service such as communications, code or law enforcement, evidence collection, police or court records administration, animal control or a related public contact activity. A combination of experience and education will be considered.~~

**Education:** Educational achievement equivalent to graduation from high school. College level coursework in criminal justice is desirable.

**Abilities/Skills/Knowledge:**

- Ability to interpret and apply legal statutes and departmental policies and procedures;
- ability to prepare clear, complete and accurate reports;
- ability to analyze situations and adopt a course of action;
- ability to research and maintain records, logs and files;
- ability to deal tactfully and courteously with the public and law enforcement personnel;
- ability to understand and follow written and oral instructions;
- good knowledge of city geography;
- working knowledge of the police department organizational structure;
- some knowledge of evidence gathering and preservation techniques, including photography.

**Special Requirements:** Possession of or ability to obtain, prior to employment, a valid Class C California driver's license with a safe driving record.

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|--------------------------------|----------|
| Established:                   | 01/96    |
| Reviewed by City Manager:      | 01/96    |
| Approved Personnel Commission: | 01/25/96 |
| Approved City Council:         | 02/06/96 |

# CITY OF EL CAJON

## POLICE SERVICES OFFICER II

### CLASSIFICATION DESCRIPTION

**Function:** Under general direction, to perform high-level specialized non-sworn police support duties and to perform related work as required.

### **Representative Duties:**

1. Prepare reports of crimes and violations taken over the telephone, in the field, or at the Police facility;
2. operate computers and other equipment to input, access and maintain statistics;
3. monitor park on foot or other modes of transport for any potential code violations;
4. patrol the City to provide pro-active animal control services;
5. answer radio calls and complaints of problem animal(s) and issues at parks;
6. issue warnings or citations for municipal code violations when appropriate;
7. issue parking citations and investigate and impounds abandoned vehicles;
8. investigate inhumane treatment of animals;
9. contact sworn police officers when appropriate for enforcement of Penal Code violations;
10. communicate with Police sworn and non-sworn employees about possible suspicious activities in and around park;
11. assist in traffic, parking and crowd control during special events and routine park activities;
12. assist in facilitating special events held at parks;
13. assist in preparation of documents and evidence for court and testifies in court as required;
14. maintain a variety of files and logs;
15. assist and/or interact professionally with the public, public officials, law enforcement, City staff and businesses;
16. assist with other animal control services such as licensing, impounding, and treatment or disposal of animals;
17. assist with other animal control facility services such as feeding and caring for animals, vaccinating and medicating animals, euthanizing animals, and cleaning and disinfecting the animal control facility;
18. may be required to train new employees and volunteers;
19. perform other police services and/or animal control services duties as assigned.

**Contacts and Relationships:** Employees deal with all segments of society, often in situations requiring the exercise of the utmost tact and discretion.

**Accountability:** Employees are accountable for taking prompt and appropriate action in emergency situations while applying learned techniques and procedures. Employees are expected to follow departmental rules, regulations and training guidelines as well as dealing courteously with the public.

**Working Conditions:** Employees in this class perform a variety of assignments on a rotating shift and assignment basis. Employees may be required to work varied shifts and schedules including nights, weekends and holidays. Assignments involve both office and field work as determined by the

assignment. Employees working in the field are exposed to the elements, the hazards of traffic, aggressive animals, and verbal and physical abuse. Employees may be required to wear uniforms.

## **QUALIFICATIONS GUIDELINES**

**Physical Condition:** Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

**Experience:** At least one (1) year of full-time experience in a police-related service such as communications, code or law enforcement, evidence collection, police or court records administration, animal control or a related public contact activity. A combination of experience and education will be considered.

**Education:** Educational achievement equivalent to graduation from high school. College-level coursework in criminal justice or additional training in the care and handling of animals or code enforcement is desirable.

### **Abilities/Skills/Knowledge:**

1. Ability to interpret and apply legal statutes and departmental policies and procedures;
2. ability to prepare clear, complete and accurate reports;
3. ability to analyze situations and adopt a course of action;
4. ability to research and maintain records, logs and files;
5. ability to handle animals safely and efficiently;
6. ability to effectively testify in court;
7. ability to work independently;
8. ability to deal tactfully and courteously with the public and law enforcement personnel;
9. ability to understand and follow written and oral instructions;
10. thorough knowledge of City geography;
11. working knowledge of the police department organizational structure;
12. knowledge of safe, humane and efficient handling of animals;
13. knowledge of laws and ordinances governing the licensing, treatment and impounding of animals;
14. knowledge of symptoms of common animal diseases and common breeds of domestic animals;
15. some knowledge of evidence gathering and preservation techniques, including photography.

**Special Requirements:** Possession of or ability to obtain, prior to employment, a valid Class C California driver's license with a safe driving record which must be maintained throughout employment in this class. Requires completion of Penal Code §832 course within six months of employment in order to allow issuance of citations. Ability to be certified to perform euthanasia within six (6) months of employment; Certification as a Registered Veterinary Technician is desirable.

Approved Personnel Commission:  
Approved City Council: