

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 10/22/07		Item Number: <u>A-6</u>	
AGENDA ITEM: Adoption of Revised Classification Specification for Sr. Forensics Specialist and Salary Plan to include the position of Forensic Unit Supervisor and Rescission of Resolution No. 2006-R071.			
Contact Person/Dept.: Mary Ortiz		Phone Number: 310-253-5650	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List (10/17/07), Culver City Employees Association and Culver City Management Group on October 17, 2007			
Department Approval: Serena Wright (10/15/07)		City Attorney Approval: Carol A. Schwab (10/16/07)	
Fiscal Impact Review: Marlee Chang (by M. Noller) (10/16/07)		City Manager Approval: Jerry B. Fulwood (10/17/07)	
<u>RECOMMENDATION</u> Staff recommends the City Council adopt the revised classification for Sr. Forensics Specialist and salary plan to include the position of Forensic Unit Supervisor and rescind Exhibit A of Resolution No. 2006-R071. <u>BACKGROUND</u> Through the budget process for FY 2006-2007, the Police Department proposed several cost-saving measures, including the reclassification of the Senior Forensics Specialist to Forensics Unit Supervisor, a higher paid position and one that incorporated the duties and responsibilities previously assigned to a Police Sergeant position. Subsequently, a request was made for the Personnel Department to develop a classification specification that reflected the addition of the new duties and responsibilities that were assigned to the Senior Forensics Specialist. A job analysis and classification study resulted in the revised classification specification that is before you tonight for your consideration and approval. <u>DISCUSSION</u> The elimination of the Police Sergeant position created the opportunity to reassign the property room supervisory duties from sworn personnel to civilian personnel, a common industry practice. The proposed salary for the revised Sr. Forensics			

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Specialist includes a ten percent (10%) salary increase to compensate for the additional supervisory duties and program responsibilities.

The Department management, Personnel staff, Culver City Employees' Association, and the incumbent have reviewed and are in agreement with the revised classification specification. Significant revisions include:

- Changing the title from Sr. Forensics Specialist to Forensic Unit Supervisor to account for the supervisory responsibility now associated with the position;
- Essential job duties have been revised to include the duties and responsibilities previously performed by the Police Sergeant.
- The section under Knowledge, Skills, and Abilities has been expanded to reflect changes in technology
- The License and Certificates section now references possession of a Latent Print Examiner certification and Crime Scene Analyst certification from the International Association of Identification.

The Civil Service Commission approved the revised classification specification on August 1, 2007 (Attachment 2).

FISCAL ANALYSIS

There is sufficient funding included in the adopted fiscal year 2007-2008 Police Department budget (Division 10140900) to cover this recommended salary increase.

It is recommended the salary be set at Range 539, providing a top monthly step of \$7,723 and top annual salary of \$92,687.

ATTACHMENTS

1. Proposed Resolution and Exhibit A
2. Revised Classification Specification for Sr. Forensics Specialist
2. Approved Meeting Minutes for Civil Service Commission dated 08/01/07

MOTION

That the City Council:

Adopt resolution 2007-_____ approving the revised Classification Specification for Sr. Forensics Specialist and Salary Plan to include Forensic Unit Supervisor and Rescind Exhibit A of Resolution No. 2006-R071.