

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 8/22/05		Item Number: <u>A-2</u>	
AGENDA ITEM: Consideration of a Resolution to Approve of the Classification Specification and Salary Plan for Automated Enforcement Technician, and Rescind Resolution 2003-R066			
Contact Person/Dept.: Serena Wright		Phone Number: (310) 253-5640	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List, Culver City Police Department and CCEA on 8/17/05.			
Department Approval: Kermit Francis 8/15/05		CAO Approval: Jerry Fulwood 8/17/05	
City Controller Approval: Marlee Chang 8/15/05			
<u>RECOMMENDATION:</u> That the City Council approve the classification specification and salary plan for Automated Enforcement Technician, and rescind Resolution 2003-R066. <u>BACKGROUND:</u> A request was made on October 28, 2004 by the Police Department for Personnel Department staff to audit the Police Records Technician position located within the Automated Enforcement Unit to determine whether this position was functioning within the parameters of the established classification. The desk audit findings concluded that this position was performing duties significantly beyond the scope of the Police Records Technician classification. The FY 2005-2006 approved budget included a reclassification of the Police Records Technician position within the Automated Enforcement Unit. The proposed title of Senior Police Records Technician that was discussed during the budget sessions has since been revised to Automated Enforcement Technician, which is a more accurate reflection of the job. At the August 3, 2005 meeting, the Civil Service Commission approved the classification specification for Automated Enforcement Technician. <u>DISCUSSION:</u>			

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The Automated Enforcement Program was introduced to the City of Culver City in November 1998. At the time, this was a fairly new program within Southern California and it was not anticipated how the program would grow and the staffing demands that would be required. In its initial development, the Police Department assigned two (2) Sergeants, one (1) Lieutenant and one (1) Police Records Technician to manage the operations.

The role of the Police Records Technician within the Automated Enforcement Unit was designed to be a general administrative support position. The initial duties included filing, typing, responding to customer inquiries regarding the automated enforcement program and providing clerical support to the Sergeants and Lieutenant assigned to this bureau.

This position has evolved to require more specialized knowledge of the automated enforcement system, as well as a general knowledge of the applicable DMV codes. This position is staff liaison to the vendors and the Courts, providing various reports and information, as needed. This position also has the responsibility of filling in for sworn personnel to assist with viewings and, under general direction, has the authority to dismiss some of the photo tickets.

FISCAL ANALYSIS:

The salary range for the Automated Enforcement Technician has been approved at salary range 396 with a top step monthly salary of \$3,792; an annual salary of \$45,504.

ATTACHMENTS:

1. Resolution and Exhibit A
2. New Classification Specification for Automated Enforcement Technician

MOTION:

That the City Council:

Approve the classification specification and salary plan for Automated Enforcement Technician, and rescind Resolution 2003-R066.