

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 01/28/08		Item Number: <u>A-7</u>	
AGENDA ITEM: 1) Approval of the Classification Specification for Senior Jailer; and 2) Adoption of a Resolution Adopting a Revised Classification and Salary Plan to Include Senior Jailer and Rescinding Resolution No 2007-R059.			
Contact Person/Dept.: Amy Webber		Phone Number: 310-253-5652	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List, Culver City Employees Association on 01/09/08			
Department Approval: Serena Wright 01/03/08		City Attorney Approval: Carol Schwab (by H. Baker) (01/23/08)	
Fiscal Impact Review: Jeff Muir (by M. Noller) (01/22/08)		City Manager Approval: Jerry B. Fulwood (01/23/2008)	

RECOMMENDATION

Staff recommends the City Council 1) approve the classification specification for Senior Jailer, and 2) adopt a resolution adopting a revised Classification and Salary Plan to include the position of Senior Jailer and rescinding Resolution No. 2007-R059.

BACKGROUND

As part of the 2007-2008 budget process, the Police Department requested and received a new position: Senior Jailer. This position will be responsible for leading and participating in the work performed by the Jailers. In addition, the Police Department also received another Jailer position. These requests bring the City's jail facility staffing to a total of four (4) full-time employees dedicated to performing the functions required to keep persons in custody. The additional positions allow for the Police Department to reallocate Police Officers from the booking process to the field.

DISCUSSION

The definition and distinguishing characteristics of this new classification highlight the lead role this position will have in facilitating the continued success of the custody program. Although this new classification will perform some of the same

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duties as the existing Jailer classification, it will also be accountable for some higher level responsibilities which include:

- Enforcing jail policies, procedures and regulations in accordance with applicable departmental policies and procedures, local, state and federal laws.
- Evaluating jail equipment for maintenance needs.
- Preparing billing invoices for outside agencies that utilize the Culver City Jail for inmate housing.
- Serving as a liaison between the Police Department and outside agencies.

The minimum requirements, including knowledge, skill, ability, training, experience, license and certificates, are in line with the industry standards for this classification. The listed skill sets are necessary for an incumbent to be successful in the Senior Jailer classification.

The Civil Service Commission approved the revised classification specification for Senior Jailer at the December 5, 2007 meeting (Attachment 4).

FISCAL ANALYSIS

The salary for Senior Jailer has been previously approved at range 436. Sufficient funding was included in the Police Department's adopted 07-08 budget to accommodate this change.

ATTACHMENTS

1. Resolution
2. Revised Classification Specification for Senior Jailer
3. Organizational Chart for the Police Department Operations Bureau
4. Meeting Minutes for Civil Service Commission date 12/5/07

MOTION

That the City Council:

1. Approve the classification specification and salary plan for Senior Jailer; and
2. Adopt a Resolution adopting a revised Classification and Salary Plan to include the position of Senior Jailer and rescinding Resolution No. 2007-R059.