



Staff Report

File #: 25-293, Version: 1

Item #: A - 1

Approval of New Recruitment Bulletin for Police Records Manager

Meeting Date: October 2, 2024

Contact Person/Dept: Stephanie Condran / Human Resources Department

Phone Number: (310) 253-5640

Fiscal Impact: Yes No

General Fund: Yes No

Public Hearing: **Action Item:** **Attachments:**

Public Notification: (Email) Meeting and Agenda (09/24/2024); (Email) All City Staff (09/24/2024)

Department Approval: Dana Anderson, Human Resources Director (09/23/2024)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the new recruitment bulletin for Police Records Manager.

BACKGROUND/DISCUSSION

During the June 10, 2024, City Council Fiscal Year Budget process meeting, the City Council approved the Police Department to add a new position titled Police Records Manager.

The Police Records Manager is a non-sworn, management position, and reports to the Police Chief or designee. This position is primarily responsible for overseeing the day-to-day activities within the Records Unit. This position is responsible for coordinating and supervising clerical operations of the Records Unit, including data entry, maintenance, retrieval, purging, sealing, document imaging, and storage of police records and reports such as crime, arrest, and accident reports. This position is also responsible for operating specialized automated law enforcement information systems, including public safety information systems, to access and maintain data, including the Records Management System (RMS), Computer-Aided Dispatch (CAD), State and County databases, licensing, and permit databases, Livescan, photo databases, and others as required.

The new recruitment bulletin is being submitted for review and in anticipation of opening a new recruitment in October 2024.

The bulletin includes necessary recruitment information as well as the examination components. The exam components include an oral appraisal interview weighted at 100%.

Bargaining Unit Representation

A copy of the proposed recruitment bulletin was provided to CCMG for its information on Wednesday, July 31, 2024.

AUTHORITY

The Commission's authority to approve new or revised recruitment bulletins is outlined in Civil Service Rules (CSR) 6.4:

6.4 Commission Approval: Where an examination is required, the Human Resources Director shall prepare a Job Bulletin and forward it to the Commission for approval. It shall not be necessary to obtain additional Commission approval of a Job Bulletin if there have been no changes in the minimum requirements, or examination components.

A copy of the proposed recruitment bulletin is attached as Attachment 1 and a copy of the classification specification is attached as Attachment 2 for reference.

FISCAL ANALYSIS

There is no fiscal impact associated with the new recruitment bulletin.

ATTACHMENTS

1. 2024-10-02 - ATT 1 - Proposed recruitment bulletin for Police Records Manager
2. 2024-10-02 - ATT 2 - Classification Specification for Police Records Manager

MOTION

That the Civil Service Commission:

1. Approve the new recruitment bulletin for Police Records Manager.