

**RESOLUTION NO. 7704**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA ESTABLISHING THE POSITION OF POLICE ASSISTANT II, ADOPTING A JOB DESCRIPTION AND SALARY RANGE FOR POLICE ASSISTANT II**

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES HEREBY RESOLVE:

**WHEREAS**, on February 17, 2021, the City Council approved the proposed administrative reorganization of certain non-sworn positions and duties within the Police Department, eliminating 1) the Support Services Assistant position in favor of a new Police Assistant II classification, to be implemented as a rotational assignment for the existing Police Assistant classification; 2) eliminating the Administrative Secretary position in favor of a new Management Analyst; and 3) eliminating the Senior Clerk position in favor of a Police Clerk II position within the Police Department; and

**WHEREAS**, the creation of a new Police Assistant II classification is intended to be implemented by the Police Department as a rotational assignment for an existing Police Assistant position at this time, which with the elimination of the other classifications, is projected to save \$4,000 to \$5,000 per month from the Police Department budget; and

**WHEREAS**, meet and confer with the impacted Police Officers Association (POA) has been completed and the POA concurs in the implementation of a new Police Assistant II classification duties through a rotational assignment to existing Police Assistant position, with an approximate 10% salary increase during the rotation; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** That the classification of Police Assistant II is hereby established.

**SECTION 2.** That the job description of Police Assistant II, attached hereto as shown in Exhibit A, is hereby adopted. The duties of Police Assistant II may be assigned as a rotational assignment to existing personnel within the Police Department, subject to the discretion of the Police Chief.

**SECTION 3.** The Police Assistant II classification is a non-sworn classification which is represented by the Police Officers Association.


**SECTION 4.** The base salary schedule for the position of Police Assistant II is established as set forth in the attached Exhibit B. The salary adjustment for the alternate implementation of the Police Assistant II duties through a rotational assignment made by the Police Chief is also set forth in Exhibit B.

**SECTION 5.** The following classifications within the Police Department are eliminated:


- Support Services Assistant
- Administrative Secretary
- Senior Clerk

**SECTION 6.** This Resolution shall take effect immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED ON** this 17<sup>th</sup> day of February, 2021.

DocuSigned by:  
  
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 Mayor Diana Mahmud

ATTEST:

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Maria E. Ayala, Chief City Clerk  
(seal)

APPROVED AS TO FORM:

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Teresa L. Highsmith, City Attorney

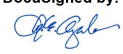
**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 17<sup>th</sup> day of February 2021, by the following vote:

**AYES:** Donovan, Primuth, Zneimer, Cacciotti, and Mayor Mahmud

**NOES:** None

**ABSENT:** None

**ABSTAINED:** None

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Maria E. Ayala, Chief City Clerk  
(seal)

# **EXHIBIT "A"**

## **Police Assistant II Classification Specification**

*City of South Pasadena***POLICE ASSISTANT II****Purpose**

The Police Assistant II is a classification which may be filled as a specialty assignment for existing classifications assigned to a civilian function including, but not limited to, personnel recruiting and processing, property/evidence management, and coordinating training and P.O.S.T. requirements. Positions in this class may work a shift schedule involving 3-12, 4-10, or 5-8 work weeks. Additional non-sworn duties include police dispatch communications such as receiving emergency and routine calls, dispatching law enforcement personnel, processing arrestees (including booking and transport to Alhambra Police Department or Sheriff's Central Jail), and the performance of other duties as required which are deemed beneficial to the Department.

**Distinguishing Characteristics**

This is the second level in the Police Assistant class series and recognizes positions that are assigned to civilian functions such as personnel recruiting and processing, property/evidence room management, and coordinating training and P.O.S.T. certificate requirements.

**Examples of Duties**

Duties include, but are not limited to:

Processing police department employment applicants, including preparing and distributing job announcements; advertising in various media for available positions; administering and arranging written, physical fitness, oral interview, background, psychological, and medical testing; conducting POST-style background investigations on applicants; assisting with documentation for potential and new applicants; and issuing department equipment to new employees.

Administer the department's property/evidence room, including intake, processing, storage, testing, release, auction, and disposal of property; maintaining all required documentation; and coordinating with department staff, courts, outside agencies, and private citizens.

Monitor and arrange training for department personnel, including researching appropriate P.O.S.T. and legislatively mandated regulations; accomplishing DOJ-required initial and biennial JDIC/CLETS re-certification; coordinating training activities with contractors, vendors, and department personnel; and processing payments and reimbursements.

Receiving emergency and routine calls for law enforcement service and dispatching appropriate personnel;

Maintaining radio contact and status of in-field units;

Coordinating with City departments, emergency services, and other government agencies;

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(continued)  
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Monitoring of other radio frequencies; entering, updating, and retrieving information from national, state and local computer systems;

Maintaining a daily dispatch log; training of other communications personnel;

Receiving reports and complaints from the public by phone and in person;

Providing for the processing, security, health, and welfare of persons in custody; transporting of persons in custody to court and from other law enforcement agencies;

Gathering information and completing reports of selected police incidents;

Providing parking enforcement by issuing citations and towing vehicles for California Vehicle Code and City ordinance violations; assisting with traffic and crowd control;

Processing of evidence and financial transactions;

Accurately preparing related forms and reports for all assigned tasks;

Performing clerical work as required.

Police Assistants may be required to work additional or overtime shifts consistent with Department policies.

The duties of the Police Assistant II may be implemented as a rotational assignment to an existing classification, such as Police Assistant.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Modern police dispatch and communications practices, procedures, and equipment; processing, security, health, and welfare of persons in custody; English usage, grammar, spelling, and punctuation; typewriter/computer keyboarding; general office procedures and equipment.

### **Ability to:**

Learn and perform the duties of a civilian specialty area of assignment; understand and communicate tactfully with the public, persons in custody, and fellow employees; function appropriately in emergency and routine situations with the public, persons in custody, and fellow employees; accurately interpret codes and ordinances and apply investigative techniques to assess compliance; follow through on assignments; make logical interpretations, and come to conclusions from studying facts; operate specified Police Department equipment necessary for completion of daily tasks, such as, but not limited to, police dispatch and records equipment, police computer equipment, police vehicle and portable radios, and police patrol vehicles.

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**Education and Experience:**

A high school diploma or equivalent. One year of prior dispatch experience (preferably in the public sector).

**Physical Demands**

Candidates must be able to sit or stand for extended periods of time, climb at least five flights of stairs unassisted, coordinate eyes, hands, and fingers in typing; exert light to moderate physical effort, and exert sufficient force to lift, carry, push, pull, or otherwise move objects; and safely and legally control persons in custody.

**Special Requirements**

A valid California driver's license; completion of a P.O.S.T. Public Safety Dispatcher Basic Course.

**Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FLSA Status**

Non-exempt.

## Exhibit "B"

### Police Assistant II (Assignment) Salary Schedule (Effective February 17, 2020)

Position	Step A	Step B	Step C	Step D	Step E
Police Assistant II	\$4,813	\$5,053	\$5,306	\$5,572	\$5,850