



Agenda Item # _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Ward and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Marcie Scott, Human Resources Director
Randy Leaf, Acting Police Chief

DATE: January 3, 2006

SUBJECT: Consideration of a Resolution Implementing the Findings of Phase III of the Classification Study in the Miscellaneous Unit Covering the Police Department and Creation of a One-Time Retention Incentive Bonus for Police Services Officer

RECOMMENDATION:

Staff recommends the City Council approve Resolution No. 6012, implementing the findings of Phase III of the Classification Study in the Miscellaneous Unit covering the Police Department and Creation of a One-Time Retention Incentive Bonus for Police Services Officer.

FISCAL IMPLICATION:

The cost of the recommended action as a result of the Classification Study is estimated at \$15,316 this fiscal year. There are monies available in the amount of \$5,230 from the MOU article authorizing the classification study. The balance of \$10,086 may be absorbed in the Police Department's budget due to vacant positions. Secondly, staff is recommending a one-time bonus program as a retention incentive for the Police Services Officers (jailers). The amount proposed totals \$18,333, which may be absorbed in the Police Department's budget due to vacant positions.

BACKGROUND:

The City negotiated a Memorandum of Understanding (MOU) with the Miscellaneous Unit (represented by the Teamsters) three years ago. One provision in the MOU is an agreement that the City will study various job classifications in several phases. The City allocated one-half of one percent of the payroll of the unit, which was \$30,000, to use for any compensation adjustments resulting from these studies. Human Resources staff completed Class Study Phase I (Finance Dept – Account Services Representative and Revenue Services Specialist) in July 2003 which did not recommend any changes for ASRs, but Council approved an adjustment to the pay range of the Revenue Services Specialist. Phase II, covering various positions in the Public Works and Parks & Recreation Departments, was implemented in February 2005 and eliminated several single-incumbent positions and implemented a more streamlined classification system, at a cost of \$ 23,280. That leaves a balance of \$5,230 to be available for changes recommended by this final phase of the study.

Human Resources and Police Department staff have met with employees and their Teamsters representative regarding these changes and the parties are in agreement on the following recommendations to the City Council.

DISCUSSION:

Phase III of the study analyzed 3 different classifications within the civilian service of the Police Department, covering 29 incumbents. The classifications included Police Records Technician/Matron, Police Services Officer (jailer) and Community Services Officer. Employees participated by completing a Position Description Questionnaire, which was reviewed by their supervisors. Human Resources staff discussed the questionnaires with employees and their supervisors, and in some cases made field visits and conducted “ride alongs” to fully understand the nature of the job. After analysis of the information, Human Resources staff worked with Police Department managers to develop the following recommendations.

Police Records Technician/Matron

This classification has 9 full-time positions and is responsible for managing police records and preparing case packets for court, radio and computer transmissions with sworn field personnel, and handling inquiries from the public. For the past year we’ve been recruiting to fill several vacancies resulting from retirements and resignations. The current job description is accurate and does not need any modification. Human Resources staff conducted a salary survey of our standard 11 cities which determined we are 5% behind the market average. The Department has carried several vacant positions this year which has required the remaining staff to insure coverage of the records functions for some time. Staff is recommending we increase this salary range by 5% to bring them to market average. The cost of this adjustment is estimated at \$7,972 for the remainder of this fiscal year.

Police Services Officer (jailer)

This classification has 6 budgeted positions and is responsible for the maintenance and operation of the jail, and property and evidence management. Staff modified the job description to more accurately describe the property and evidence management duties. The salary survey indicates this salary range is at the market average, therefore we do not recommend any changes to the salary range.

Community Services Officers

This classification has 14 budgeted positions and is responsible for parking enforcement, animal control, and Municipal Code enforcement. The job description accurately reflects the essential duties. Again, we’ve had difficulty filling all of our vacancies in this classification. After conducting a recent recruitment, we have exhausted our eligibility list and still have 4 vacancies. Our salary survey indicates we are approximately 3.5% behind the market average so our recommendation is to move this salary range by 3.5%. The cost of this adjustment is estimated at \$7,344 for the remainder of this fiscal year.

Creation of a Retention Incentive Bonus for Police Services Officer

Similar to the other classifications in this study, this position has been difficult to recruit for. The Department has carried one vacancy for much of the time they've been at Hawthorne and had another recent vacancy. In preparation for our relocation to our new jail, we recruited and hired two PSOs recently, both from other civilian positions in our Department. Other cities in the surrounding area have also had difficulty filling PSO positions.

This classification has endured more impacts as a result of the temporary relocation than all other safety staff. The City entered into an agreement with the City of Hawthorne to book prisoners and allow our jailers to work in their jail to offset the cost of housing our prisoners there. During this time they handled a much higher volume of prisoners and reported to two supervisory structures, one in Hawthorne PD and the other in the Manhattan Beach PD. This change in facility has required additional work on their part to insure paperwork is provided to Manhattan Beach records staff in a timely manner so that it can be processed and prepared for court appearances. They also assisted with the relocation of Hawthorne PD into their new police department and jail.

Staff believes that working in the Hawthorne environment has been beneficial to our staff, particularly their experience of starting up a new jail. Additionally, we've received word that Hawthorne is actively recruiting our PSOs to stay with their operation. Based on that information, and our concerns that recruiting qualified replacements would be a challenge, we recommend offering a one-time Retention Incentive Bonus to our PSOs who return to duty at the new Manhattan Beach jail and prepare it for operation. This will include developing new operating procedures and other duties that will not be required for the other classifications in the Department. This recommendation is separate from the classification study, but is timely as we prepare for the relocation. Staff recommends a bonus of a maximum amount of \$5,000 per individual, which would be paid on a pro-rated basis depending on the number of months the employee worked at the Hawthorne jail. The PSOs must stay in the position for 12 months after receipt of the bonus or else they have to repay the bonus. Our goal is to insure all of our PSOs return and we can utilize their knowledge from the start-up of the new Hawthorne jail. The cost of this one-time bonus is estimated at \$18,333.

CONCLUSION:

Human Resources staff has spent the last year studying these three civilian classifications in the Police Department. We also note that we've had difficulties filling vacant positions in each of these classifications. Part of the problem may be that we're finding we are slightly behind the market average of pay with comparable positions in neighboring cities in two of the classifications. The third classification, PSO, may face further retention challenges as they prepare to transition back to our new jail. For all of these reasons we recommend adjustments to the salary ranges for Police Records Technician/Matron and Community Service Officer incumbents, to take effect payroll period including January 1, 2006, and a one-time Retention Incentive Bonus to be provided to the Police Services Officers based on their time served at the Hawthorne Jail to reduce turnover as we prepare to move into our new jail facility.

ATTACHMENTS: Resolution 6012

RESOLUTION NO. 6012

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, AMENDING THE 2002-2006 TEAMSTERS MEMORANDUM OF UNDERSTANDING AND CREATING A ONE-TIME RETENTION INCENTIVE BONUS FOR THE POLICE SERVICES OFFICER.

THE CITY COUNCIL OF THE CITY OF MANHATTAN BEACH, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. Amend the 2002-2006 Teamsters Memorandum of Understanding by implementing the following changes:

(A) Effective the pay period including January 1, 2006, adjust the Police Record Technician/Matron salary range as follows:

	A	AA	B	C	D	E
Police Record Technician/Matron	\$3029	\$3180	\$3339	\$3506	\$3681	\$3865

(B) Effective the pay period including January 1, 2006, adjust the Community Services Officer salary range as follows:

	A	AA	B	C	D	E
Community Services Officer	\$3021	\$3172	\$3331	\$3498	\$3673	\$3857

SECTION 2. Create a one-time retention incentive bonus for the Police Services Officer (PSO) with the following criteria:

(A) Bonuses will be a maximum amount of \$5,000 per individual in the PSO classification.

(B) Bonuses will be pro-rated on a monthly basis determined by the amount of time the individual spent working at the Hawthorne jail.

(C) Any employee receiving the bonus must stay in the PSO position for 12 months after receiving the bonus or they will be required to repay the bonus.

SECTION 3. The City Clerk shall make this Resolution reasonably available for public inspection within thirty (30) days of the date this Resolution is adopted.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution and thenceforth and thereafter the same shall be in full force and effect.

PASSED, APPROVED and ADOPTED this 3rd day of January, 2006.

Ayes:
Noes:
Absent:
Abstain:

Mayor, City of Manhattan Beach, California

ATTEST:

City Clerk