

RESOLUTION R18-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA ESTABLISHING A POLICE SUPPORT SERVICES MANAGER CLASSIFICATION TO THE CITY'S UNREPRESENTED CLASSIFICATION PLAN THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA RESOLVES:

Section 1. Pursuant to Rule III, Section 2, entitled "Revisions to Classification Plan," of the City of Palos Verdes Estates Personnel Rules, the Classification Plan is hereby amended to establish the position of Police Support Services Manager. The job specification for this classification shall be described in the job description attached hereto as Exhibit A. A person holding a position in this classification shall be compensated at the monthly rate of:

\$6670 - \$9199

Section 2. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

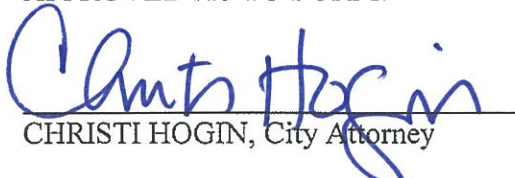
PASSED, APPROVED, AND ADOPTED on this 10th day of January, 2018.


JAMES VANDEVER, Mayor

ATTEST:


LAUREN PETTIT, Deputy City Clerk

APPROVED AS TO FORM:


CHRISTI HOGIN, City Attorney

RESOLUTION R18-03

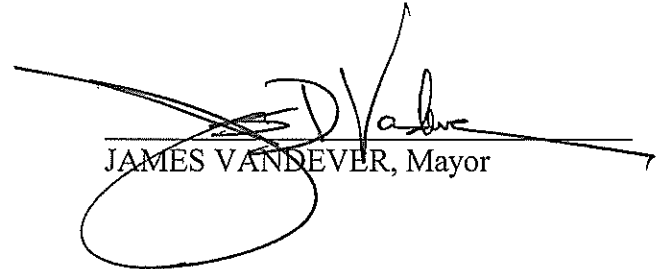
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EXHIBIT A

CITY OF PALOS VERDES ESTATES JOB DESCRIPTION

JOB TITLE: POLICE SUPPORT SERVICES MANAGER

Department: Police Department
FLSA Status: Exempt
Designation: Professional & Supervisory

Definition

The Police Services Support Manager, working under the direction of the Chief of Police, manages the operation of the Police Department.

Duties

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. A Police Support Services Manager performs the following:

- Assigns, directs, and inspects the work of subordinate civilian positions, such as, and including Police Services Aide, Volunteer Coordinator, Service Officer, Community Relations Officer, and Traffic Control Officer.
- Emphasizes public relations as well as the performance of regular duties.
- Plans and directs records, dispatch, parking enforcement, personnel/training, community relations, D.A.R.E., jail operations, data entry, and property and evidence
- Serves as advisor to the Chief of Police
- Performs a variety of duties as assigned, such as and including budget preparation and management, timekeeping, personnel evaluations, training and research, equipment acquisition, grant writing, website and communications, and the administration thereof.
- Management of the Animal Control Contract, management of information technology and computer systems, capital improvements and project management, risk management, and facility management.
- Keeps the Chief of Police informed in a timely manner of all important matters pertaining to employees, the department, the City or the community. Examples include injuries to an employee (physical or emotional) or situations involving police employees which are potentially libelous, political or hazardous.
- Provide highly complex staff assistance to the Police Chief in matters related to a wide variety of department activities and programs, including but not limited to budgeting, human resources, risk management, inspections, and audits; conduct research and special studies.
- Perform independent research and special studies involving data collection, statistical

evaluation, develop and monitor metrics, and analysis of departmental operations and structures;

- Perform or participate in comprehensive management analyses of Police Department or city policies, organizational structures, procedures, and fiscal issues;
- Prepare staff reports and other written material as necessary; arrange for professional outside analysis when appropriate, acting as a liaison with evaluators, and make public presentations.
- Studies statistical crime data and other reports; analyzes levels of criminal activity; determines trends and makes recommendations for changes in organization and operating procedures.
- Provides administrative support to the Police Chief and the Department in disaster and emergency situations.

Budget

- Direct the development, organization, administration, monitoring and reporting of the Police budget;
- Provide continuous and direct budget management and oversight, using management information systems established to track progress of expenditures and operations toward achieving established goals;
- Perform budget projections and other fiscal analyses for written reports; instruct other departmental personnel in elements of the budget as well as the city's fiscal policies and procedures.
- Oversee and manage Departmental contracts.

Qualifications

Knowledge of:

- Principles and practices of law enforcement, including patrol, investigation, custody and identification, dispatch, jail operations, and records management.
- Applicable ordinances, policies and procedures.
- Ordinances, policies and procedures pertaining to the work of the Department.
- Contract and project management techniques.
- Budget preparation and management.
- Police Department structure, procedures, practices, and operations.

Skills and Abilities to:

- Supervise, train, and evaluate staff.
- Maintain composure, have patience under difficult circumstances, exercise self-discipline, listen, and speak in public.
- Remain calm during stressful and adverse situations.
- Develop and maintain cooperative working relationships with public officials, employees, and the general public.
- Exercise a high level of attention to detail.
- Make independent decisions.

- Provide concise, clear and accurate oral and written instructions and communications.
- Conduct research, and apply analytical and report writing techniques for presentations and decision making.
- Apply mathematical skills including adding, subtracting, multiplying, dividing, and calculating decimals, ratios and percentages.
- Monitor and track contracts and projects.
- Work under strict confidentiality.
- Use problem solving techniques.
- Work under pressure with strict deadlines.
- Handle controversial issues with sensitivity.
- Supervise, evaluate and direct the activities of others.

Experience and Education

- Bachelor's degree in Criminal Justice Administration, Police Sciences, Public Administration, or a related field.
- Master's degree in public administration or related field desirable.
- Five years of responsible administrative and supervisory experience.
- Five years of responsible professional experience in policy analysis, budget and management operations in a municipal Police setting desirable.
- Must have a valid California Class driver's license.
- POST Dispatcher certified is preferred.

Physical Requirements

On a regular workday, this position's physical requirements are classified as *moderate*; typical office setting with prolong periods of sitting; may require some driving to different locations. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. May lift, load, push, or pull up to 25 pounds. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

The City of Palos Verdes Estates is an Equal Opportunity Employer. This job description includes a list of ADA essential job duties performed by the classification. Duties cannot include, and are not intended to include, every possible task performed by each individual employee assigned in this classification. Palos Verdes Estates will provide reasonable accommodations to qualified individuals with disabilities, in compliance with the Americans with Disabilities Act, and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Lauren Pettit, Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R18-03** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 10th day of January, 2018, by the following vote:

AYES: COUNCILMEMBERS: Vandever, Peterson, King, Davidson, Kao

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

RECUSED: COUNCILMEMBER: None



Lauren Pettit, Deputy City Clerk