

DATE SUBMITTED July 25, 2023

SUBMITTED BY Human Resources

DATE ACTION REQUIRED August 2, 2023

COUNCIL ACTION (X)

PUBLIC HEARING REQUIRED ( )

RESOLUTION ( )

ORDINANCE 1<sup>ST</sup> READING ( )

ORDINANCE 2<sup>ND</sup> READING ( )

CITY CLERK'S INITIALS ( )

**IMPERIAL CITY COUNCIL  
AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION:

1. Approval to amend the salary range for Police Officer from salary range 79 to salary range 76.
2. Approval of the Police Chief's Administrative Assistant job description.
3. Adoption of the Police Chief's Administrative Assistant position classified as IPOA Non-Exempt at salary range 60.
4. Approval to amend the Imperial Police Officer's Association Memorandum of Understanding (IPOA MOU) Exhibit A, Position Allocation to add the Police Chief's Administrative Assistant and reflect the correct salary range Police Officer.

**BACKGROUND/SUMMARY:**

On July 5, 2023, the City Council approved and adopted the FY 2023-2024 Budget and the IPOA MOU. Included in this process was the new City of Imperial Classification and Compensation (Class and Comp) Schedule that identified the position of Police Officer at salary range 79. When the MSPC and IPOA Salary Schedules were merged to create the Class and Comp Schedule, the City used the 2022-2023 MSPC salary schedule as the base schedule and merged IPOA ranges into the MSPC salary schedule by placing positions at the range that provided each employee a salary that was closed to, without going under, their current rate of pay at their current step. Upon processing employee salary adjustments, it was identified that the position of Police Officer was incorrectly placed at salary range 79 and the correct placement for the position is salary range 76.

In addition, the Police Department requested to fund one (1) position allocation for Administrative Secretary. Upon further review, it was identified that the City of Imperial's job description for Administrative Secretary does not fit the needs of the Police Department. As the position would require duties and tasks related specifically to law enforcement, the Police Chief's Administrative Assistant (PCAA) job description is being proposed for approval, with salary range 60 and would be classified as a position under IPOA. The PCAA, if approved, would replace the Administrative Assistant position, also salary range 60, approved for the Police Department and there would be no additional cost for the position that has not already been accounted for in the budget for FY 2023-2024.

At this time, we request to amend the Class and Comp Schedule and the IPOA MOU Exhibit A to add the PCAA and to reflect the correction of the salary range for Police Officers. The City met with IPOA Representatives on July 25, 2023 to discuss the need for correction to the salary range for Police Officers and the request to add the PCAA classification and reached an agreement. The adjustment will affect nine (9) employees. Upon approval from the City Council, salaries for Police Officers will be adjusted to salary range 76 at the start of the following pay period.



**City of Imperial**  
**Classification and Compensation Schedule**

<b><u>CLASSIFICATION TITLE</u></b>	<b><u>BARGAINING UNIT NAME</u></b>	<b><u>RANGE</u></b>
Corporal	IPOA	82
Criminal Analyst	IPOA	73
Police Chief's Administrative Assistant	IPOA	60
Police Officer	IPOA	76
Police Services Officer I	IPOA	60
Police Services Officer II	IPOA	62
Police Services Officer III	IPOA	67
Sergeant	IPOA	87

# CITY OF IMPERIAL

## JOB DESCRIPTION

### POLICE CHIEF'S ADMINISTRATIVE ASSISTANT

NEW

Range 60      IPOA  
Hourly:        \$19.89 - \$30.86  
Monthly:      \$3,447.60 - \$5,349.06  
Annual:        \$41,371.20 - \$64,188.80

IPOA - FLSA – Non-Exempt

Department:    Police

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#### **DEFINITION:**

Under general direction of the Chief of Police, performs a wide variety of complex and sensitive administrative work, in support of the Chief of Police and Police Management staff, requiring independent judgment and action and a knowledge of Departmental and Citywide policies and procedures. Incumbents assist with administrative and other non-routine duties, interpret policy and administrative regulations; fulfill the role of office manager and may train and coach co-workers and serve as first-level supervisor of assigned staff. Incumbents are considered confidential employees and are privy to the decisions and decision-making process of the Chief of Police and Management staff affecting employee relations.

**SUPERVISION RECEIVED AND EXERCISED:** Receives direction from the Chief of Police or their designee. Supervises assigned personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks to address business/organizational needs and changing business/organizational practices:

- Compose correspondence, reports, forms, and other documents independently or from notes, or general instruction from the Chief of Police and administrative staff; proofreads material and corrects grammar, spelling, or word usage.
- Transcribe dictation or interview recordings of confidential information; e.g., affidavits for search warrants, criminal or administrative investigations.
- Receive and screen callers with complaints or problems and directs them to the appropriate Division Commander for disposition.
- Interpret Department and City policy on routine administrative matters and explains procedures to others.
- Schedule appointments, coordinate meetings, and schedule conference rooms for staff using an on-line calendar system; arranges hotel, airline reservations, and travel plans for the Chief of Police and administrative staff.

- Develop and maintain computerized spreadsheets and databases to enter information and generate reports; may produce, revise, or refine formal presentation materials using presentation software.
- Monitor and analyze budget expenditures and advise Chief on expenditure trends and concerns.
- Maintain confidential department records including personnel and training files.
- Serves as first line supervisor for non-sworn personnel as assigned by the Chief of Police or his or her designee.
- Prepare monthly crime statistics, project status reports, financial reports and document yearly statistics reports.
- Establish and maintain cooperative relationships with citizens contacting the Office of the Chief of Police.
- Communicate pertinent information to the Chief of Police and staff in a timely manner.
- Receive, prioritize, distribute and process correspondence for the Chief of Police and staff.
- Responsible for keeping the Chief of Police and Division Commanders apprised of merit increases due or other changes in payroll.
- Responsible for timely deposits of monies collected by personnel for various department related services; e.g., bail, counter receipts, bicycle licenses, etc.
- Maintain accurate petty cash fund records.
- Assist communications/dispatch personnel in emergencies.
- Perform the duties of receptionist as required.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

Any combination equivalent to: Associates degree from an accredited college or university in business or public administration or closely related field, and three years of increasingly responsible experience in clerical duties with two of those years performing administrative focused duties within a government agency.

Another way to meet the minimum requirements is a high school diploma or equivalent and six years of progressively responsible, broad and varied clerical experience with one year performing the direct duties of an administrative assistant, records clerk or similar administrative focused duties. Four years of experience working a public agency is desired. Incumbent are required to pass a thorough background investigation.

### Licenses and other Requirements:

- Valid California driver's license.

### Knowledge of:

- Clerical office and administrative practices and procedures.
- Recordkeeping practices.
- Standard word processing, spreadsheet, database, presentation software, e-mail and calendar systems.
- Understand the basic principles and practices of administration, supervision and training.
- Proper English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.

### Ability to:

- Perform assigned duties with limited supervision.
- Assure compliance with applicable laws, codes and regulations.
- Differentiate between decisions incumbent is empowered to make and those that should be referred to a higher level.
- Identify problems and implement or recommend solutions.
- Interpret and apply policies and procedures within limits of authority.
- Assess problems, and use cooperation and collaboration to resolve routine work place issues.
- Work with difficult people in a variety of situations and use tact and discretion.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies, and procedures.
- Train, supervise and evaluate the performance of assigned personnel.
- Interact effectively with supervisors, officials, employees, and the public.
- Learn and adapt to new technology as it relates to office practices and procedures.
- Maintain confidentiality of information.
- Attend evening or weekend meetings as directed by the Chief of Police or his/her designee.
- Analyze situations accurately and adopt an effective course of action.
- Plan, organize, prioritize work, prepare and deliver oral presentations.
- Proofread documents and other work.
- Observe health and safety rules and regulations.
- Use a computer, related software, transcribing equipment, and other standard office equipment.

### WORKING CONDITIONS:

Work is performed in an office environment and may require occasional travel to offsite facilities. Job duties involve sitting, standing, and walking for prolonged or intermittent periods of time, and reaching, bending, and twisting at the waist to perform desk work and operate general office equipment, including a personal computer and keyboard, for prolonged or intermittent periods of time. The operation of a personal computer also requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch, and glare from the computer. Will be required to speak and participate in internal and public meetings. Additionally, the position requires near vision in reading correspondence and statistical data. Acute hearing is required when providing phone and personal service. Noise level in the work environment is usually low. Employee must be able to safely lift and carry books, files and reports weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### Disaster Service Workers:

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county,

city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law. The employees working for the City of Imperial take this responsibility seriously. Disaster plans are continuously being evaluated, drills are scheduled, and employees engage in training where they practice executing emergency support services.

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FIRST AMENDMENT TO THE  
MEMORANDUM OF UNDERSTANDING**

BETWEEN THE  
**CITY OF IMPERIAL**

AND THE  
**IMPERIAL POLICE OFFICERS ASSOCIATION**

1. It is mutually understood that the following will replace “Exhibit A, Position Allocations,” in the current Memorandum of Understanding effective August 2, 2023.

<u><b>POSITION</b></u>	<u><b>RANGE</b></u>
Corporal	82
Criminal Analyst	73
Police Chief's Administrative Assistant	60
Police Officer	76
Police Services Officer I	60
Police Services Officer II	62
Police Services Officer III	67
Sergeant	87

2. That all remaining provisions contained within the currently existing memorandum of understanding shall remain in full force and effect.

CITY OF IMPERIAL

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Dennis Morita, City Manager

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Date

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Kristen Smith, Human Resources Manager

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Date

IMPERIAL POLICE OFFICERS ASSOCIATION

\_\_\_\_\_  
Sgt. Alberto Hernandez, IPOA President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sgt. Jeremy Schaffer

\_\_\_\_\_  
Date



**EXHIBIT A**  
**POSITION ALLOCATIONS**  
(Amended 08/02/2023)

<b><u>POSITION</u></b>	<b><u>RANGE</u></b>
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