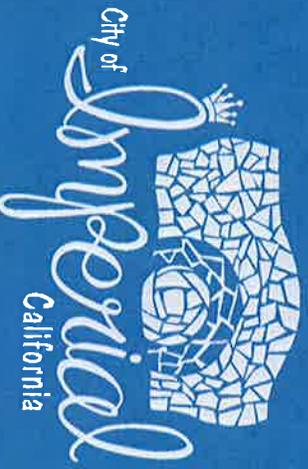


DATE SUBMITTED 9/27/2019  
 SUBMITTED BY CITY MANAGER'S OFFICE  
 DATE ACTION REQUIRED 10/02/2019

COUNCIL ACTION (X)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS 8

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

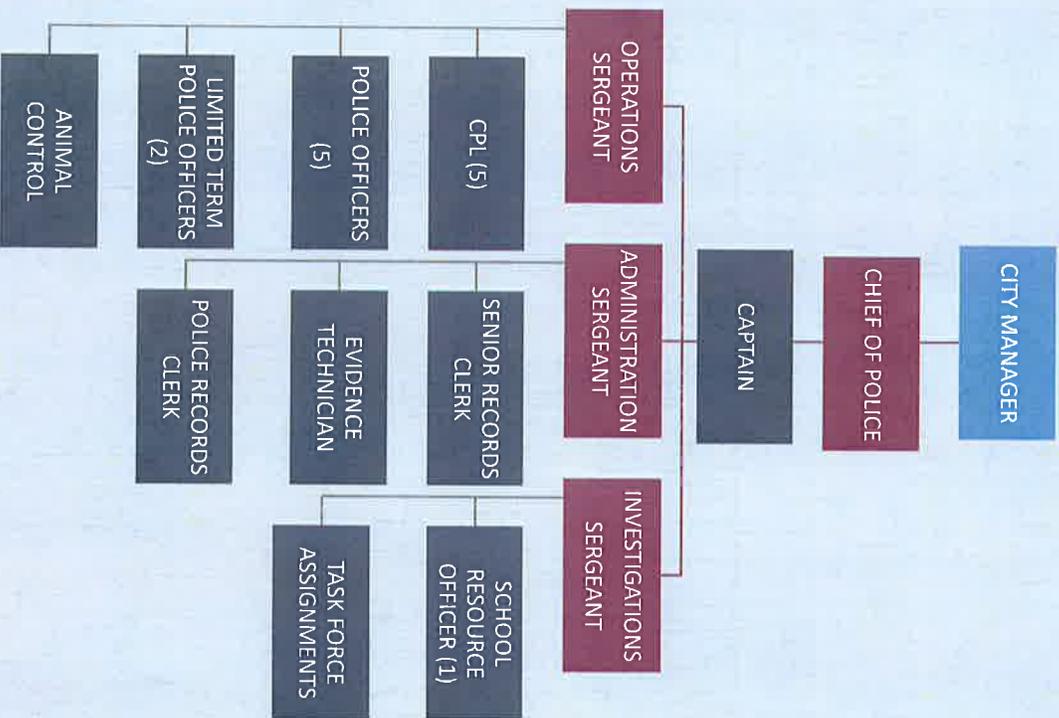
SUBJECT: DISCUSSION/ACTION: RANGE RECLASSIFICATIONS WITHIN MSPC COLLECTIVE BARGAINING UNIT  1. APPROVAL OF RANGE RECLASSIFICATION FOR POLICE CAPTAIN FROM RANGE 96 TO RANGE 98;  2. APPROVAL OF RANGE RECLASSIFICATION FOR FINANCE DIRECTOR FROM RANGE 98 TO 101	
DEPARTMENT INVOLVED: CITY MANAGER'S OFFICE	
BACKGROUND/SUMMARY:  After review and analysis of the various ranges and classifications, the City would like to bring uniformity to the ranges of department heads and second-in-command positions. Therefore it is the recommendation that the City Council review and take action on the above mentioned positions.	
FISCAL IMPACT: \$5,730.40 Total Impact to the 2019-2020 Municipal Budget  Captain – \$3,435.20  Finance Director- \$2,295.20	FINANCE INITIALS <u>VP</u>
STAFF RECOMMENDATION: It is staff's recommendation to adjust the ranges to be uniform for that of department heads and second in command.	DEPT. INITIALS <u>al</u>
MANAGER'S RECOMMENDATION: The City Manager agrees with staff's recommendation.	CITY MANAGER'S INITIALS <u>EM</u>
MOTION:  SECONDED: APPROVED ( ) REJECTED ( ) AYES: DISAPPROVED ( ) DEFERRED ( ) NAYES: ABSENT: REFERRED TO:	



# POLICE DEPARTMENT

18 SWORN POLICE OFFICERS  
4 FULL TIME EMPLOYEES

MUNICIPAL BUDGET FISCAL YEAR 2019-2020



**CITY OF IMPERIAL  
MSPC SALARY SCHEDULE  
FISCAL YEAR 2019 - 2020**

<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>10 YR STEP 8</u>
69	21.49	22.56	23.69	24.87	26.12	27.42	27.99	29.39
70	22.02	23.12	24.28	25.49	26.77	28.11	29.51	30.99
71	22.57	23.70	24.89	26.13	27.44	28.81	30.25	31.76
72	23.14	24.29	25.51	26.78	28.12	29.53	31.01	32.56
73	23.72	24.90	26.15	27.45	28.83	30.27	31.78	33.37
74	24.31	25.52	26.80	28.14	29.55	31.02	32.58	34.21
75	24.92	26.16	27.47	28.84	30.29	31.80	33.39	35.06
76	25.54	26.82	28.16	29.57	31.04	32.60	34.23	35.94
77	26.18	27.49	28.86	30.30	31.82	33.41	35.08	36.84
78	26.83	28.17	29.58	31.06	32.62	34.25	35.96	37.76
79	27.50	28.88	30.32	31.84	33.43	35.10	36.86	38.70
80	28.19	29.60	31.08	32.63	34.27	35.98	37.78	39.67
81	28.90	30.34	31.86	33.45	35.12	36.88	38.72	40.66
82	29.62	31.10	32.65	34.29	36.00	37.80	39.69	41.68
83	30.36	31.88	33.47	35.14	36.90	38.75	40.68	42.72
84	31.12	32.67	34.31	36.02	37.82	39.71	41.70	43.79
85	31.90	33.49	35.16	36.92	38.77	40.71	42.74	44.88
86	32.69	34.33	36.04	37.85	39.74	41.73	43.81	46.00
87	33.51	35.19	36.94	38.79	40.73	42.77	44.91	47.15
88	34.35	36.07	37.87	39.76	41.75	43.84	46.03	48.33
89	35.21	36.97	38.82	40.76	42.79	44.93	47.18	49.54
90	36.09	37.89	39.79	41.77	43.86	46.06	48.36	50.78
91	36.99	38.84	40.78	42.82	44.96	47.21	49.57	52.05
92	37.91	39.81	41.80	43.89	46.08	48.39	50.81	53.35
93	38.86	40.80	42.84	44.99	47.24	49.60	52.08	54.68
94	39.83	41.82	43.92	46.11	48.42	50.84	53.38	56.05
95	40.83	42.87	45.01	47.26	49.63	52.11	54.71	57.45
96	41.85	43.94	46.14	48.45	50.87	53.41	56.08	58.89
97	42.90	45.04	47.29	49.66	52.14	54.75	57.48	60.36
98	43.97	46.17	48.47	50.90	53.44	56.12	58.92	61.87
99	45.07	47.32	49.69	52.17	54.78	57.52	60.39	63.41
100	46.19	48.50	50.93	53.48	56.15	58.96	61.90	65.00
101	47.35	49.72	52.20	54.81	57.55	60.43	63.45	66.62
102	48.53	50.96	53.51	56.18	58.99	61.94	65.04	68.29

<u>POSITION</u>	<u>RANGE</u>
Accounting Technician	69
Engineer Technician / Inspector	74
Recreation Coordinator	75
Library Supervisor	77
Park Supervisor	77
Administrative Analyst	78
Human Resources Analyst	78
Building Inspector	80
Management Analyst	80
Library Administrator	81
Planner	84
Public Services Foreman	85
Wastewater Plant Chief Operator	85
Water Plant Chief Operator	85
Electrician Supervisor	90
Public Services Manager	92
Human Resources Director	96
Police Captain	96
Finance Manager	98
Project Manager	98
Community Services Director	101
Community Development Director	102
Public Services Director	102

2.8% COLA  
Council Action on June 19, 2019  
Implementation as of 1st payday July 2019

# CITY OF IMPERIAL

## JOB DESCRIPTION

### POLICE CAPTAIN

---

#### **DEFINITION:**

Under administrative direction from the Chief of Police; exercise direct and indirect supervision over sworn and non-sworn personnel; plan, direct, manage and evaluate the operations and activities related to Police protection and other law enforcement services to safeguard the lives, property and constitutional rights of local citizens; command and coordinate assigned field operations or the administrative activities of the Police Department; ensure timely response to crime and accident scenes, emergency situations and other requests for assistance; ensure proper enforcement and compliance with applicable Municipal, State and Federal laws ordinances and codes; assist in the planning, organizing, coordinating and commanding of the City's law enforcement, crime prevention and record maintenance activities; train and evaluate the performance of assigned personnel.

#### **DISTINGUISHING CHARACTERISTICS:**

The Police Captain is the management level classification responsible for administering one or more Police Department divisions. Incumbents exercise considerable judgement and discretion in the administration and direction of assigned responsibilities. Incumbents may assume departmental command when necessary. This classification is distinguished from the next higher-level classification of Police Chief in that the latter possesses ongoing overall responsibility for the Police Department.

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

- Plan, direct, manage and evaluate Police Department programs, functions and services of the Police Operations or Administrative Services divisions including patrol, traffic, safety, investigations, crime analysis, crime prevention, communications, property, computer systems and other police services; establish division goals, objectives and employee development plans.
- Ensure timely response to crime and accident scenes, emergency situations and other requests for assistance and proper enforcement of Municipal, State and Federal criminal, traffic and related laws, ordinances and codes.
- Train, supervise and evaluate the performance of assigned staff; recruit, interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; approve work schedules, staffing and resource allocations.
- Oversee divisional enforcement of department rules and regulations; review and approve divisional reports.
- Resolve major issues or complaints related to officer conduct, divisional practices or sensitive community issues.
- Analyze crime patterns and trends.
- Evaluate community-based policing methods and practices.
- Prepare and maintain a variety of records, reports and files related to crimes, investigations, traffic accidents, dispatch, cases, staff and Department activities; determine management information needs and reporting requirements.
- Evaluate and present divisional performance data and information on major developments.
- Monitor and establish divisional budgets; oversee operating and capital improvement expenditures; authorize expenditures in accordance with established limitations; prepare budget and purchase requests as appropriate; assist with grant writing applicable to law enforcement and monitor related funds.

- Communicate with administrators, city officials, personnel, the public and outside organizations as appropriate regarding crime prevention and law enforcement administration and to resolve sensitive issues and public concerns.
- Confer with other law enforcement agencies to coordinate efforts and exchange information to coordinate investigations, enforcement efforts and discuss law enforcement issues.
- Coordinate a variety of activities, training and events related to Police League, Police Explorers, Police Volunteers and Police Task Force Officers.
- Operate standard office equipment including a computer and assigned software; operate other specialized police equipment including a firearm, police radio, motor vehicles, cameras and others as assigned.
- Oversee management of Police fleet vehicles.
- Attend and participate in a variety of meetings, trainings and committees; conduct professional development trainings for Police Department personnel; may represent Police Department at community functions and special events on behalf of the Police Chief.

**OTHER DUTIES:**

- Perform related duties as assigned.
- May serve as Acting Police Chief or as a commander for other divisions on a relief basis.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

- Any combination equivalent to: Bachelor's degree in police science, social science, criminal justice, public administration or related field and five (5) years increasingly responsible law enforcement experience in a Federal, State, County or Municipal law enforcement agency including at least three (3) years division supervisory experience at the level of Police Sergeant or above.

Licenses and other Requirements:

- Valid California Class C driver's license.
- Valid Advanced POST Certification and able to obtain a supervisory POST certificate.

Knowledge of:

- Planning, organization and direction of operations and activities related to Police protection and other law enforcement services.
- Technical and administrative phases of crime prevention, law enforcement, rules of evidence and related functions.
- Modern principles, practices and methods of Police administration, organization, trends and operations.
- Legislative process and legal terminology.
- Principles and practices of administration, supervision and training.
- Investigation and intervention methods and strategies.
- Applicable Municipal, State and Federal criminal, traffic and related statutes, rules, regulations, administrative orders, laws, ordinances and codes.
- Practices and procedures of collecting, processing and preserving crime scene evidence.
- Rules of evidence and laws of arrest.
- Police Department organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Budget preparation and control.
- Public speaking techniques.
- Record-keeping and report preparation techniques.

Ability to:

- Plan, direct, manage and evaluate the operations and activities related to Police protection and other law enforcement services to safeguard the lives, property and constitutional rights of local citizens.
- Command and coordinate assigned field operations or the administrative activities of the Police Department.
- Coordinate and manage the programs of assigned division of the Department to ensure timely response to crime and accident scenes, emergency situations and other requests for assistance and proper enforcement of local and State laws and ordinances.
- Train, supervise and evaluate the performance of assigned personnel.
- Interpret, apply, explain and enforce City, County, State and Federal statues, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of specialized police vehicles and equipment including firearms.
- Operate standard office equipment including a computer and assigned software.
- Analyze situations accurately and adopt an effective course of action.
- Complete work with many interruptions.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare and maintain comprehensive, detailed and descriptive reports.
- Assist in budget preparation and control.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Outdoor environment.
- Driving a vehicle to conduct work.
- Fast-paced environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

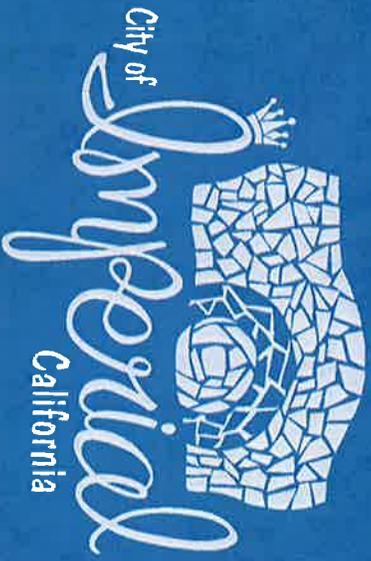
- Dexterity of hands and fingers to operate a computer keyboard and various police equipment.
- Hearing and speaking to exchange information and make presentations.
- Climbing stairs, ladders and over obstacles.
- Reaching overhead, above the shoulders and horizontally.
- Walking and running over rough or uneven surfaces.
- Sitting or standing for extended periods of time.
- Bending at the waist, stooping, kneeling or crouching.
- Lifting, carrying, pushing or pulling heavy objects or individuals as assigned by the position.
- Physical agility and stamina.

Hazards:

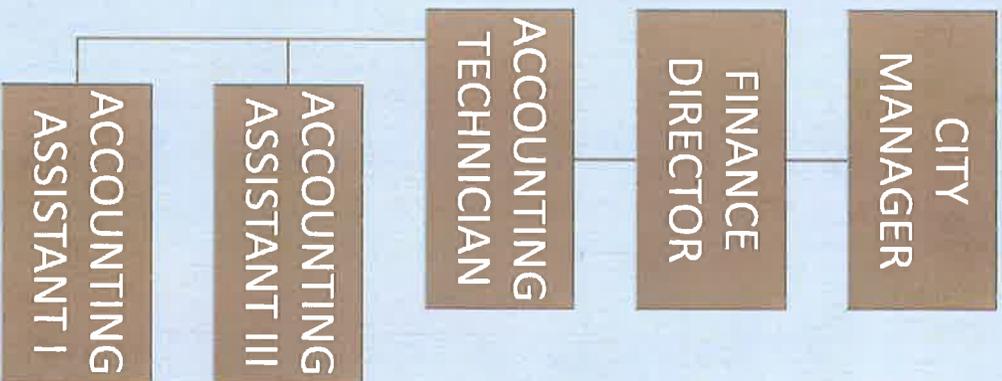
- Exposure to possible fights and confrontations.
- Contact with dissatisfied or hostile individuals.
- Driving a vehicle during adverse weather conditions.
- Hazardous chemicals.
- Communicable diseases.

- Traffic hazards.
- Explosives and firearms.

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.



**FINANCE  
DEPARTMENT**  
4 FULL TIME EMPLOYEES



**CITY OF IMPERIAL  
MSPC SALARY SCHEDULE  
FISCAL YEAR 2019 - 2020**

<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>10 YR STEP 8</u>
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71	22.57	23.70	24.89	26.13	27.44	28.81	30.25	31.76
72	23.14	24.29	25.51	26.78	28.12	29.53	31.01	32.56
73	23.72	24.90	26.15	27.45	28.83	30.27	31.78	33.37
74	24.31	25.52	26.80	28.14	29.55	31.02	32.58	34.21
75	24.92	26.16	27.47	28.84	30.29	31.80	33.39	35.06
76	25.54	26.82	28.16	29.57	31.04	32.60	34.23	35.94
77	26.18	27.49	28.86	30.30	31.82	33.41	35.08	36.84
78	26.83	28.17	29.58	31.06	32.62	34.25	35.96	37.76
79	27.50	28.88	30.32	31.84	33.43	35.10	36.86	38.70
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82	29.62	31.10	32.65	34.29	36.00	37.80	39.69	41.68
83	30.36	31.88	33.47	35.14	36.90	38.75	40.68	42.72
84	31.12	32.67	34.31	36.02	37.82	39.71	41.70	43.79
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86	32.69	34.33	36.04	37.85	39.74	41.73	43.81	46.00
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92	37.91	39.81	41.80	43.89	46.08	48.39	50.81	53.35
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94	39.83	41.82	43.92	46.11	48.42	50.84	53.38	56.05
95	40.83	42.87	45.01	47.26	49.63	52.11	54.71	57.45
96	41.85	43.94	46.14	48.45	50.87	53.41	56.08	58.89
97	42.90	45.04	47.29	49.66	52.14	54.75	57.48	60.36
98	43.97	46.17	48.47	50.90	53.44	56.12	58.92	61.87
99	45.07	47.32	49.69	52.17	54.78	57.52	60.39	63.41
100	46.19	48.50	50.93	53.48	56.15	58.96	61.90	65.00
101	47.35	49.72	52.20	54.81	57.55	60.43	63.45	66.62
102	48.53	50.96	53.51	56.18	58.99	61.94	65.04	68.29

<u>POSITION</u>	<u>RANGE</u>
Accounting Technician	69
Engineer Technician / Inspector	74
Recreation Coordinator	75
Library Supervisor	77
Park Supervisor	77
Administrative Analyst	78
Human Resources Analyst	78
Building Inspector	80
Management Analyst	80
Library Administrator	81
Planner	84
Public Services Foreman	85
Wastewater Plant Chief Operator	85
Water Plant Chief Operator	85
Electrician Supervisor	90
Public Services Manager	92
Human Resources Director	96
Police Captain	96
Finance Manager	98
Project Manager	98
Community Services Director	101
Community Development Director	102
Public Services Director	102

2.9% COLA

Council Action on June 19, 2019

Implementation as of 1st payday July 2019

# CITY OF IMPERIAL

## JOB DESCRIPTION

### FINANCE DIRECTOR

---

#### **DEFINITION:**

Under the direction of the City Manager, plan, organize and direct the operations, activities and functions of the Finance department including general ledger, payroll, fixed assets, accounts payable, accounts receivable and grants; direct and participate in the development, monitoring, analysis, maintenance, auditing and adjustment of City accounts, funds and budgets; train, supervise and evaluate the performance of assigned personnel.

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

- Plan, organize and direct Finance department operations, activities and functions including general ledger, payroll, fixed assets, accounts payable, accounts receivable and grants; assist in directing the day-to-day activities of the Department; ensure related activities comply with established standards, requirements, laws, codes, regulations, standards, practices, policies and procedures.
- Direct and participate in the development, monitoring, analysis, maintenance, auditing and adjustment of City accounts, funds and budgets; review, audit and analyze fiscal statements, records and reports to ensure accuracy, completeness and compliance with established practices and Generally Accepted Accounting Principles (GAAP).
- Serve as the Finance Director in the absence of the Director; assist in establishing and maintaining departmental timelines and priorities; provide technical information and assistance to the Finance Director concerning fiscal and budgetary activities, needs and issues; assist in the formulation and development of policies, procedures and programs.
- Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to ensure accuracy, completeness and compliance with established standards, requirements and procedures; provide training in the use of financial and budgetary systems.
- Direct and participate in the monitoring, evaluation and reconciliation of City accounts, funds and budgets; coordinate, direct, audit and participate in the calculation, coding, posting and adjustment of journal entries including income and expenditures; review, analyze and authorize accounting transactions such as requisitions, purchase orders and transfers.
- Coordinate, direct and participate in financial record-keeping, reporting and related auditing functions including general ledger, subsidiary accounts, accounts payable and accounts receivable functions to ensure accurate and timely accounting and reporting of City funds; ensure accurate accounting of funds including income and expenditures; compile and analyze a variety of fiscal data.
- Direct and participate in preparing and maintaining various financial and statistical records, statements and reports related to budgets, accounts, funds, income, expenditures, fixed assets, taxes, payroll and assigned activities; assist in ensuring mandated reports are completed and submitted to appropriate State, Federal or other funding agency according to established timelines.
- Assist in compiling, reviewing, developing and preparing the annual preliminary City budget; review, evaluate and project annual revenue and determine budget requirements; assist in revising the annual budget in response to City needs; monitor and authorize spending to ensure compliance with established limitations.
- Provide consultation to administrators, personnel and others concerning City accounting and budgetary operations and activities; respond to inquiries, resolve issues and conflicts and provide

detailed and technical information concerning related accounts, budgets, transactions, records, practices, standards, laws, regulations, policies and procedures.

- Plan, organize and direct accounts receivable functions including the receipt, verification and processing of incoming monies and deposits; coordinate and direct accounts payable functions including the processing of invoices and distribution of payments; coordinate payroll activities to ensure city employees are paid in an accurate and timely manner; approve payroll changes.
- Communicate with City personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Operate standard office equipment including a computer and assigned software.
- Oversee and participate in the annual closing of the City's financial records; coordinate annual independent audits and prepare related schedules and confirmations.
- Calculate depreciation of fixed assets; compile, develop and maintain listing of fixed assets according to established policies and procedures.
- Advise the City administrators of unusual trends or problems and recommend appropriate corrective actions.
- Attend and conduct a variety of meetings as assigned.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: Bachelor's degree in accounting, finance, business administration or related field and three (3) years increasingly responsible fiscal experience including demonstrated experience in governmental accounting.

##### Licenses and other Requirements:

- N/A

##### Knowledge of:

- Management of Finance department operations, activities and functions including general ledger, payroll, fixed assets, accounts payable, accounts receivable and grants.
- General accounting, auditing, budget and business functions of a city government.
- Preparation, analysis, review and control of assigned accounts and budgets.
- General theory and application of budgetary planning and control.
- Generally accepted accounting and auditing principles, practices and procedures.
- Applicable laws, codes, regulations policies and procedures.
- Financial and statistical record-keeping techniques.
- Financial analysis and projection techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.

##### Ability to:

- Plan, organize and direct the operations, activities and functions of the Finance department including general ledger, payroll, fixed assets, accounts payable, accounts receivable and grants.
- Direct and participate in the development, monitoring, analysis, maintenance, auditing and adjustment of City accounts, funds and budgets.
- Supervise and evaluate the performance of assigned personnel.
- Ensure accurate accounting of funds including income and expenditures.

- Provide technical assistance and expertise regarding fiscal and budgetary operations and activities.
- Direct the monitoring, evaluation and reconciliation of City accounts, funds and budgets.
- Evaluate financial data and prepare reports, statements, forecasts and recommendations.
- Interpret, apply and explain laws, codes, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate standard office equipment including a computer and assigned software.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Direct and participate in the preparation and maintenance of various financial and statistical records and comprehensive accounting reports.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/Office environment.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

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.