



## CITY HALL

CITY OF ANGELS PO Box 667, 200 Monte Verda St. Suite B, Angels Camp, CA 95222 P: (209) 736-2181

**DATE:** MARCH 3, 2026  
**TO:** CITY COUNCIL  
**FROM:** STEVE WILLIAMS, INTERIM CITY ADMINISTRATOR  
**RE:** **RESOLUTION 26-36** – APPROVING AN AMENDMENT TO THE POLICE ADMINISTRATIVE SERVICES MANAGER JOB DESCRIPTION TO REMOVE THE P.O.S.T. PUBLIC SAFETY DISPATCHER CERTIFICATION REQUIREMENT

**RECOMMENDATION:**

Modify the Police Administrative Services Manager job description to remove the P.O.S.T. Public Safety Dispatcher certification requirement.

**BACKGROUND:**

The position of Police Administrative Services Manager is an existing job classification within the City of Angels assigned to the Miscellaneous Bargaining Unit.

The Definition of the job reads as follows:

*Under general direction, plans, schedules, assigns, reviews and supervises the administrative support functions of the police department. Provides police records, property management and general officer support within the Police Department; plans and coordinates a comprehensive records and evidence management program, including records and evidence maintenance, processing, and distribution; ensures that functions meet all applicable laws, regulations, and City policies; coordinates, monitors, and provides technical input for assigned records and property management related projects and programs; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.*

**DISCUSSION:**

The individual currently employed in this position submitted a letter of resignation effective March 27, 2026. In reviewing the job description, a modification is recommended prior to recruiting for a replacement.

The Licenses and Certifications section of the existing job description calls for a P.O.S.T. Public Safety Dispatcher certification. This was a carry over from a time when the Angels Camp staff operated a dispatch center out of the Angels Camp Police Department.

The Angels Camp Police Department is currently being dispatched by the Calaveras County Sheriff's Office and does not operate its own dispatch center.

There is no current or anticipated future need for the Police Administrative Services Manager to possess a P.O.S.T. Public Safety Dispatcher certification.

Staff recommends modifying the job description to remove the P.O.S.T. Public Safety Dispatcher certification requirement.

The City provided notice to the Miscellaneous Unit and an opportunity to meet and confer regarding any negotiable effects of this change. The Association indicated concurrence.

**FINANCIAL IMPACT:**

None

**ATTACHMENTS:**

- 1) Police Administrative Services Manager Job Description
- 2) Resolution 26-36

