



# CITY OF CLEARLAKE

City Council

STAFF REPORT	
<b>SUBJECT:</b> Authorization of Revised Job Description for Communications and Records Supervisor; Adopt Resolution # 2022-67	<b>MEETING DATE:</b> December 1, 2022
<b>SUBMITTED BY:</b> Andrew White, Police Chief	
<b>PURPOSE OF REPORT:</b> <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

### WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to rename the Communications Officer job to Communications and Records Supervisor and adopt changes to the job description and requirements.

### BACKGROUND/DISCUSSION:

The supervisor of the Communications and Records division in the police department retired in August 2022. The position was referred to as the Records/Communication Officer position. In reviewing City records, the closest job specification found was the Communications Officer, however, the job duties and requirements are not consistent with the scope of responsibilities that have operationally been part of the job.

Staff is recommending the following changes to the job description:

1. Rename to Communications and Records Supervisor to reflect the core responsibilities of the position and better reflect the supervisory role of the position. This title is also consistent with terminology used in the profession, which assists in recruitment and in any future classification and compensation survey.
2. Remove references related to property and evidence duties. That role is handled by the Support Services Technician.
3. Updated definition that accurately reflects the duties and responsibilities of the job.
4. Increase experience to include four years instead of three years of dispatching experience in a law enforcement agency, one year of experience as a training officer or lead dispatcher and preferred experience managing police records.
5. Add education to include preferred 60 units of college work.
6. Add possession of POST Basic Dispatcher Certificate with Intermediate Dispatcher Certificate preferred.

### OPTIONS:

1. Move to adopt Resolution No. 2022-67
-

2. Provide direction to staff.

**FISCAL IMPACT:**

None       Budgeted Item?  Yes    No

Budget Adjustment Needed?  Yes  No      If yes, amount of appropriation increase: \$

Affected fund(s):  General Fund    Measure P Fund    Measure V Fund    Other:

Comments: The position is already budgeted.

**STRATEGIC PLAN IMPACT:**

Goal #1: Make Clearlake a Visibly Cleaner City

Goal #2: Make Clearlake a Statistically Safer City

Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities

Goal #4: Improve the Image of Clearlake

Goal #5: Ensure Fiscal Sustainability of City

Goal #6: Update Policies and Procedures to Current Government Standards

Goal #7: Support Economic Development

**SUGGESTED MOTIONS:**

1. Adopt Resolution 2022-67: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE RENAMING THE COMMUNICATIONS OFFICER JOB DESCRIPTION TO COMMUNICATIONS AND RECORDS SUPERVISOR AND ADOPTING REVISIONS THERETO

- Attachments:**
- 1) Resolution No. 2022-67
  - 2) Exhibit A: Job Description
  - 3) Job Description – Red Lined
-

**RESOLUTION NO. 2022-67**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE  
RENAMING THE COMMUNICATIONS OFFICER JOB DESCRIPTION TO COMMUNICATIONS AND  
RECORDS SUPERVISOR AND ADOPTING REVISIONS THERETO**

**WHEREAS**, the City Council desires to change the title of the Communications Officer job description to Communications and Records Supervisor and adopt changes to the job description to reflect the current scope and duties of the position.

**NOW, THEREFORE BE IT RESOLVED** that the Communications Officer job description is renamed to Communications and Records Supervisor and the revised description in Exhibit A attached hereto is approved; and

**BE IT FURTHER RESOLVED**, that the Salary Schedule shall be updated to change the title of Records/Communications Officer to Communications and Records Supervisor.

**PASSED AND ADOPTED** by the City Council of the City of Clearlake, County of Lake, State of California, on this 1<sup>st</sup> day of December 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor