



## City of Grass Valley City Council Agenda Action Sheet

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**Title:** Approval of the Public Safety Analyst job description and associated pay scale

**Recommendation:** That Council 1) approve the Public Safety Analyst I/II job description; and 2) approve an updated Unit 3 pay scale which includes the Public Safety Analyst I/II pay scale

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**Prepared by:** Alexander K. Gammelgard, Chief of Police

**Council Meeting Date:** January 11, 2022

**Date Prepared:** January 6, 2022

**Agenda:** Consent

**Background Information:** On December 14, 2021, the City Council approved a new Memorandum of Understanding (MOU) with the newly created Unit 3 (Office Technical) unit of employees (a split from the previously existing Unit 2).

In the adopted FY21/22 budget, the police department's Senior Admin Clerk position was funded; however, it has remained unfilled, pending the action to create Unit 3 and incorporate the Public Safety Analyst (PSA) job description into the City's available job classes. Attached to this staff report is the PSA job description, which is a flexibly staffed I/II job description. The City Council must approve this job description in order to move forward with recruiting for and filling the position.

In the salary schedule for Unit 3, as adopted on 12/14/2021, the Public Safety Analyst position was only listed by name, without reference to the PSA I and PSA II pay scales. The attached document incorporates both PSA I and PSA II in the comprehensive Unit 3 salary schedule.

The City's labor negotiator has been in contact with Unit 3 and Local 39 representatives, who agree to the job description and salary range for the position.

**Council Goals/Objectives:** The execution of this action attempts to achieve Strategic Goal #6 - Exceptional Public Safety

**Fiscal Impact:** The allocated funding in the FY21/22 budget for the Senior Admin Clerk (Vacant/Funded) is sufficient to cover costs related to filling of the PSA I / PSA II

position for the remainder of the fiscal year. The updated costs will be incorporated in the FY22/23 budget.

**Funds Available:** Yes

**Account #:** 100-201

**Reviewed by:**

**Attachments:**

Public Safety Analyst I/II Job Description

Updated Unit 3 Salary Schedule to include the Public Safety Analyst I/II pay scales