



## City of Grass Valley City Council Agenda Action Sheet

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**Title:** Staffing allocation and job description adoption

**Recommendation:** That the Council: (1) adopt the attached job descriptions and associated salary schedules; (2) authorize the filling of job classes as presented; and (3) direct the Finance Director to make necessary budget adjustments.

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

**Council Meeting Date:** 12/10/2024

**Date Prepared:** 12/04/2024

**Agenda:** Consent

**Background Information:** Over the past year, the police department (inclusive of animal services) staffing has developed a need for reallocation of resources. Primary drivers of this need are in response to attrition, retirement, service demands as well as the passage of Measure B. The following actions will provide information staffing actions and changes that will provide quality service delivery into the future.

Summary of staffing changes:

### **Police Department**

***Sworn Peace Officers*** - Within the past year, the police department has experienced the attrition of one senior police officer who moved out of state as well as the retirement of another senior police officer. As a result of these vacancies, the department reassigned the downtown officer position back to patrol for the time being. The total cost of these two senior positions provides savings when hiring new officers to backfill the positions. Information below will outline the costs related to use of the savings as well as costs to backfill these positions with new-hire police officers. After hiring and training the new officers, the department intends to re-assign a downtown/business liaison officer position, absent other operational needs arising.

### ***Fiscal Analysis:***

*The hiring of two entry level officers will afford significant budgetary savings in the police budget. A portion of these savings have been identified for use within the recent contract negotiations process. Additional savings, not yet allocated for use, will be utilized toward the following additional staffing actions.*

**Property and Evidence** - Over the past year or more, the police department has assessed its capabilities related to evidence processing and maintenance. The ability to respond to the field with specialized evidence response is an important gap in our service delivery. By adding to our existing evidence technician job description we are able to create a flexibly staffed position with a I/II job class. This provides flexibility into the future, both for improved recruitment, but also enhanced retention and staff development opportunities. Information below will outline the cost related to creating the flexibly staffed I/II job description. Staff has met and conferred with the labor unit and the job description update is attached for adoption (as well as an updated salaries).

*Fiscal Analysis:*

*Below is an updated salary schedule for the flexibly staffed Police Evidence/Property Technician I/II job class.*

	A	B	C	D	E
<i>Police Evidence/Property Technician I (existing)</i>	25.24	26.50	27.82	29.21	30.67
<i>Police Evidence/Property Technician II (new)</i>	31.48	33.03	34.68	36.41	38.23

*The estimated fiscal impact is between \$5,000-\$10,000 annually dependent upon placement on the salary scale. Through the meet and confer process with Unit 3 representatives (Local 39) it was agreed that the incumbent employee would be placed at Step C of the Police Evidence/Property Technician II job class, if/when job prerequisites are met.*

**Records** - With the increase in workload across the police department, primarily related to legislative actions and workflow related to police report processing, release, sealing, and archiving, the need for additional staff time in the existing Public Safety Analyst I/II job class is necessary. The department’s staffing is currently allocated at one full time equivalent (FTE), split between two part time staff. Information below will outline the cost of adding .2FTE to the Public Safety Analyst I job class, still split among two employees (totaling 1.2FTE from 1FTE).

*Fiscal Analysis:*

*The estimated fiscal impact of adding .2FTE to this role is estimated at approximately \$23,000 annually.*

**Fuels Mitigation**

A full-time police officer was temporary assigned to fuels mitigation efforts, funded by the City general fund. The passage of Measure B provides for long term commitment of funding toward a fuel mitigation position. The City has drafted a Community Risk and Enforcement Specialist job description, to be adopted by this action (attached). It will allow for the assignment of a qualified person to assume the duties that were most recently assigned to a police officer. This position will report to the recently created Community Risk Reduction Manager position and be responsible for vegetation and fuels management activities within the City. Information below will outline the cost allocation of filling the attached job description for adoption.

**Fiscal Analysis:**

The Measure B Oversight Committee has concurred with the use of \$100,000 of Measure B funds toward this position. Because this position will also conduct other code enforcement activities, the remainder of the costs of the position (estimated at \$53,000 annually) will be borne by the general fund, of which the sworn officer cost savings will absorb.

Below is a salary schedule:

	A	B	C	D	E
Community Risk and Enforcement Specialist:	35.68	37.45	39.35	41.29	43.37

**Animal Services**

Animal Services is overseen by the police department. Over the past many years, there have been efforts to streamline and modify the staffing allocation to run the Grass Valley Animal Shelter as well as provide animal control field services. Today, animal services operates with two full time staff members and limited temporary (part time) support. There is one Community Service Officer specializing in animal control duties and one Animal Shelter Kennel Attendant/Office Assistant position. The City has created a new job class - Animal Shelter Specialist (attached for adoption). The purpose of this position is to increase the responsibilities of the current shelter position, providing for a broader scope of duties and functions to enhance the shelter operations. The full-time Animal Shelter Kennel Attendant/Office Assistant position would be vacated, and the new position would be filled. Part time Animal Shelter Kennel Attendant/Office Assistant staffing would remain with some increases in hours, subject to funds availability. The cost related to this action will be described below but will reflect the cost differential between the job classes, as no additional FTE positions are being contemplated with this action.

**Fiscal Analysis:**

Cost differential between the existing kennel position and the new Animal Shelter Specialist position is estimated to be approximately \$16,000 annually. An additional \$10,000 for part time kennel support will be added to the Animal Services part time staffing budget, for a total cost impact of \$26,000.

Below is an updated salary schedule for the flexibly staffed Animal Shelter Specialist I/II job class.

	A	B	C	D	E
Animal Shelter Specialist I	23.70	24.85	26.09	27.39	28.75
Animal Shelter Specialist II	27.39	28.75	30.18	31.69	33.27

The above changes will allow for continued recruitment of Grass Valley police officers to fill vacancies as well as provide for necessary staffing in the police department and City initiatives.

**Council Goals/Objectives:** The execution of this action attempts to achieve the following Strategic Goals:

GOAL #6 - SAFE PLACE TO LIVE, WORK AND PLAY

**Fiscal Impact:** In summary, these actions are cost neutral or cost savings to the City general fund budget as a whole, inclusive of salary negotiations actions that have already taken place across departments and labor units. Existing departmental budget funds will cover the expenses related to the above actions, with the exception of a new expense in the Measure B fund related to the portion of the Community Risk Enforcement Specialist position funded by Measure B.

**Funds Available:** Yes

**Account #:** Various

**Reviewed by:** City Manager