



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/21/2022
ITEM NO: 12

DATE: June 9, 2022
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Approve an Amendment to the Classification Plan to Create a Flexibly Staffed Police Records Specialist Job Series

RECOMMENDATION:

Approve an amendment to the Classification Plan to create a flexibly staffed Police Records Specialist job series.

BACKGROUND:

The Town of Los Gatos Personnel Rules and Regulations (Section 4.4) and the Municipal Code (Section 2.30.925) require that amendments and revisions to the classification plan are effective upon approval by Town Council. Changes must be presented to Council for approval as part of the formal budget adoption, through the labor negotiations process, or as needed.

DISCUSSION:

The Town has an existing Police Records Specialist classification that was last revised in September 2014. In the process of a recent review of the classification, it was determined that a flexibly staffed classification series would better meet the needs of the Police Department to provide a mechanism for succession planning and a career ladder for existing and future employees.

In accordance with the Town's existing Flexibly Staffed Classes procedure, flexible staffing is the alternate use of two or more classes in a designated series. Flexibly staffed classes allow Departments to hire at the entry-level and provide a career incentive as employees become proficient and gain more experience which ultimately benefits the Town through retention and reduced training time. Alternatively, Departments may hire new employees at the more

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Human Resources Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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DISCUSSION (continued):

advanced levels within the series depending on the complexity of assignments and experience needed when vacancies exist. The revised Police Records Specialist series would contain the following classifications: Police Records Specialist, Senior Police Records Specialist, and Police Records Specialist Lead. If approved, the Senior Police Records Specialist and Police Record Specialist Lead would be added to the Salary Schedule for TEA Classifications (Attachment 1). Appropriate advances in salary ranges have been calculated using external and internal compensation data and to ensure equity organizationally. The new classifications, if adopted by Council, would be effective July 10, 2022.

Since this is a Town Employees' Association (TEA) represented classification, staff has met its obligation to meet and confer regarding the proposed classification and salary range changes.

CONCLUSION:

Staff is requesting the approval of an amendment to the classification plan to create a flexibly staffed series for the Police Records Specialist classification that would result in the addition of Senior Police Records Specialist and Police Records Specialist Lead to the plan. The Town's Personnel Rules and Municipal Code require Council approval of classification plan amendments. The California Public Employees' Retirement System (CalPERS), that provides the Town's employee pension benefits, requires that any changes proposed to Town salary schedules are formally approved by a municipal agency governing body (Town Council).

FISCAL IMPACT:

If a vacancy occurs or the Department chooses to promote an existing staff member, the cost will be absorbed into the Department's existing operating budget.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachment:

1. Salary schedule for TEA Classifications Effective July 10, 2022, and proposed changes