



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 21,2024
PREPARED BY: Tracey Vasquez, HR Director
DEPARTMENT: Police

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on adding the Commander position to the current Pay Scale.

BACKGROUND/SUMMARY:

This recommendation is to add the Commander position to the current Pay Scale. While reviewing the job description of the lieutenant, it was found that tasks and duties assigned and completed by the lieutenants exceed those in the description. Reviewing the Captain job description, it was found to be more fitting to the job that is currently being done but still did not encompass all that the lieutenants do. These tasks and duties fall more in line and are equivalent to the commander’s job description. Given that the department no longer has the captain position and the lieutenants have been performing the duties of commanders for several years, we are requesting to add the Commander position and freeze the lieutenant positions and Pay Scale to be re-opened later. This current administrative request was brought to the Budget Committee meeting on Tuesday, January 23, 2024, for discussion.

LEGAL REVIEW: No
FISCAL IMPACT: Yes
PRESENTATION: No
ATTACHMENTS: Yes

- Job description comparison
- Police Commander job description
- Police Lieutenant Job Description
- Current Pay Scale

STAFF RECOMMENDATION:

The city staff recommends that the City Council approve the addition of the Commander position to the current Pay Scale and freeze the lieutenant positions and Pay Scale to be re-opened later.

PLANNING & ZONING COMMISSION: **Recommend Approval** **Disapproval** **None**