

**ITEM: ADOPT LATHROP POLICE DEPARTMENT POSITIONS**

**RECOMMENDATION: Adopt a Resolution Approving the Creation of Police Department Positions, Job Descriptions, Sworn Compensation Plan, and Amend the Grade Step Table and Position Control Roster**

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**SUMMARY:**

At the May 10, 2021 Council Meeting, the City Council approved the creation of the Police Chief position and recruitment began. Since the approval, the Police Chief Job Description has been modified to align with the proposed new job descriptions of the remaining positions. On July 2, 2021, the first round of Police Chief applications were reviewed and the first round of interviews have been scheduled.

To prepare to recruit and appoint personnel to staff the Lathrop Police Department, positions for the Police Department must be placed in the City's classification and compensation system.

To determine appropriate placement in the City's compensation system, consideration has been given to several factors:

- 1) The ability to pay is the most important factor to maintain a sustainable work force.
- 2) Consideration of external data, which is the marketplace for the position.
- 3) Evaluation of internal factors, where this position fits into the organization and existing pay system.

Based on the three factors described above, and the importance of the positions being competitive in the market to recruit highly qualified and experienced candidates, the recommendation is to establish the following positions and place them on the City's Grade Step Table and Position Control Roster:

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 ADOPT POLICE DEPARTMENT POSITIONS**

<b>Position</b>	<b>Dept</b>	<b>Grade</b>	<b>Annual Salary Range</b>	<b>FTE</b>	<b>Estimated Start Date</b>
<b>Police Commander</b>	PD	82	\$140,358 – \$170,607	2.0	October 2021
<b>Police Sergeant</b>	PD	72	\$109,658 - \$133,289	6.0	January 2022
<b>Police Officer</b>	PD	65	\$92,248 - \$112,128	24.0	April 2022
<b>Police Officer Trainee (non-sworn)</b>	PD	46	\$57,699 - \$70,134	0.0	
<b>*Police Records Supervisor</b>	PD	53	\$68,598 - \$83,382	1.0	March 2022
<b>*Police Records Assist I/II</b>	PD	43/46	\$53,581 - \$65,128 \$57,699 - \$70,134	2.0	April 2022
<b>*HR Analyst I/II</b>	HR	52/56	\$66,914 - \$81,334 \$73,861 - \$89,778	1.0	January 2022
<b>*Accountant I/II (Special Payroll Public Safety)</b>	Fin	52/56	\$66,914 - \$81,334 \$73,861 - \$89,778	1.0	April 2022
<b>*Com Service Officer I/II/III</b>	PD	52/55/59	\$66,914 - \$81,334 \$72,072 - \$87,604 \$79,539 - \$96,680	2.0	April 2022
<b>*Crime &amp; Intel Analyst</b>	PD	51	\$65,291 - \$79,362	1.0	April 2022
<b>*IT Engineer I/II/III</b>	IT	60/67/71	\$81,536 - \$99,108 \$96,907 - \$117,791	1.0 1.0	August 2021 July 2022
<b>Total FTE</b>			<b>\$106,974 - \$130,028</b>	<b>42</b>	

**\*Add to position Control Roster 10.0 FTE**

**\*\*Does not include positions previously funded in 21/22 budget, including: Police Chief, HR Director, Police Services Manager and Sr. Admin Assistant.**

Positions above that do not perform sworn police duties provide support to police department operations in a variety of capacities. Police Records staff create, organize and file records produced in the daily operation of the Police Department, including administrative hearing packets, warrants, criminal complaints and booking documents. Human Resources functions of recruitment and selection, risk management and workers compensation, training, labor relations and benefits administration will all see increases in activity and complexity from the addition of over 40 full-time positions. A Human Resources Director will be recruited to provide strategic and technical expertise, along with a new position of Human Resources Analyst to provide overall HR support to the Police Department and the City. An additional Accountant is proposed in support of payroll functions that similarly will become more complex and expand in scope with the addition of the Police Department. Community Service Officer positions assist with field and office work that allows sworn officers to focus on core work responsibilities. The Crime and Intelligence Analyst prepares mandated reports required from various governmental agencies and develops statistics used for crime solving and prevention. Lastly, two Information Technology positions are needed to outfit and maintain police equipment including: vehicles with computers, body cameras, radio communication devices and computers, printers and other devices included in the new Lathrop Police Department.

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Hiring sworn officers is very competitive process. The recruiting team has reviewed common compensation packages used in comparable agencies. The compensation factors collected were used to prepare a Sworn Compensation Plan (Attachment J) for the new Lathrop Police Department. This Plan provides compensation elements that may be offered to newly hired sworn officers following the recruitment process.

Some of these benefits are incentives to bring in experienced officers from other agencies, including an annual City contribution to deferred compensation, a one-time signing bonus, credit for service time to assign vacation accrual and an initial sick leave and vacation bank of 40 hours each upon hire. Other benefits, consistent with compensation practices in police agencies throughout the State, include special assignment pay in recognition of additional training and performance requirements, uniform allowance and compensation for education and Peace Officer Standards and Training (POST) training. Lastly, other benefits are consistent with existing City compensation, including Management Leave. The proposed incentives include the following:

	<b>Officers</b>	<b>Sergeants</b>	<b>Commanders</b>	<b>Chief</b>	<b>Notes</b>
<b>Deferred Comp</b>	\$3,000	\$3,000	\$4,000	\$5,000	Annual
<b>Intermediate Post</b>	2.5%				
<b>Advanced Post</b>	2.5%	2.5%			
<b>Supervisory Post</b>		2.5%	2.5%		
<b>Management Post</b>			2.5%		
<b>AA/BA+</b>	2.5%/5%	2.5%/5%	2.5%/5%		Max of 5%
<b>Uniform Allow</b>	\$1,200	\$1,200	\$1,200	\$1,200	Annual
<b>Signing Bonus</b>	\$5,000	\$5,000	\$5,000	\$5,000	1 time
<b>Management Leave</b>			100 hrs	120 hrs	Annual
<b>Vacation Bank</b>	40 hrs	40 hrs	40 hrs	40 hrs	1 time
<b>Sick Leave Bank</b>	40 hrs	40 hrs	40 hrs	40 hrs	1 time

Tonight, staff is requesting Council approve the following:

1. Amend the Police Chief Job Description with minor adjustments (Attachment B)
2. Create Position and Job Description:
  - a. Police Commander (Grade 81) (Attachment C)
  - b. Police Sergeant (Grade 72) (Attachment D)
  - c. Police Officer (Grade 65) (Attachment E)
  - d. Police Officer Trainee (non-sworn) (Grade 46) (Attachment F)
  - e. Police Records Supervisor (Grade 53) (Attachment G)
  - f. Police Records Assistant I/II (Grade 43/46 ) (Attachment H)
  - g. HR Analyst I/II (Grade 52/56) (Attachment I)
3. Approve Sworn Compensation Plan (Attachment J)
4. Amend the Grade Step Table (Attachment K)
5. Amend Position Control Roster (Attachment L)

**BACKGROUND:**

At the March 22, 2021, Special City Council Meeting, Council directed staff to create Capital Improvement Project GG 21-11, to begin the creation of the new Lathrop Police Department, and implement the transition of law enforcement services from the San Joaquin County Sheriff to the City.

At the May 10, 2021 Council Meeting, the City Council approved the creation of the Police Chief position and recruitment began. On July 2, 2021, the first round of applications were reviewed and the first round of interviews have been scheduled.

Staff has created positions and developed written job descriptions for the remaining sworn and non-sworn staff in the new Department. These documents are a statement of each classification, general duties and responsibilities, describes minimum qualifications and basic working conditions. Job descriptions are intended to illustrate the level and authority of a position within an organization. These documents do not list every task and responsibility, but provide a summary of the types and complexity of work. Job descriptions are important for many purposes including recruitment, training, performance management and properly allocating positions into the compensation system.

To determine appropriate placement in the City's compensation system, consideration is given to several factors:

- 1) The ability to pay is the most important factor to maintain a sustainable work force.
- 2) Consideration of external data, which is the marketplace for the position.
- 3) It is also important to look at internal factors as well, where this position fits into the organization and existing pay system.

**Ability to Pay**

The City has conducted extensive short- and long-term financial planning and is one of the most financially stable cities in the State according to the State Auditor's current ranking. After years of financial analysis, projections and planning, the City is now able to initiate an increase in City services provided to the community by forming its own Police Department.

**External Factor – Market Research**

It is a common public sector human resources practice to identify comparable agencies based on characteristics including geographic proximity, potential for providing candidates, similar size and complexity.

Recently market data has been gathered from 10 comparable agencies, including the Cities of Brentwood, Galt, Livermore, Lodi, Manteca, Merced, Oakley, Pleasanton, Tracy and Turlock. Four of these are aligned closer to the Bay Area, and six are in the greater Valley area. There is no City exactly like Lathrop, but these agencies will likely be good sources for recruitment. All of these cities have a police department; including the City of Oakley, which transitioned from Contra Costa County Sheriff Department to their own Police Department approximately 5 years ago.

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Typically, the median salary point from comparable cities serves as a benchmark for measurement, and minimizes the impact of any outlying data points. The median is the center point of the data, with half of the data entries above and half below the median value.

**Internal Factor – City of Lathrop Existing Personnel System**

The Police Department will be the largest Department in the City; only the City Manager will have a larger span of control than the Police Chief. Other factors considered include the complexity and impact of each position on delivery of services to the community. Police personnel are responsible for the most critical life and safety protections to residents and the public.

Based on the three factors described above, the recommendation is to establish the following new positions and place them on the Grade Step Table and Position Control Roster:

<b>Position</b>	<b>Dept</b>	<b>Grade</b>	<b>Annual Salary Range</b>	<b>FTE</b>	<b>Estimated Start Date</b>
<b>Police Commander</b>	PD	82	\$140,358 – \$170,607	2.0	October 2021
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<b>Total FTE</b>				<b>42</b>	

**\*Add to position Control Roster 10.0 FTE**

**\*\*Does not include positions previously funded in 21/22 budget, including: Police Chief, HR Director, Police Services Manager and Sr. Admin Assistant.**

### **Non-Sworn Positions**

Positions above that do not perform sworn police duties provide support to police department operations in a variety of capacities. Police Records staff create, organize and file records produced in the daily operation of the Police Department, including administrative hearing packets, warrants, criminal complaints and booking documents. Human Resources functions of recruitment and selection, risk management and workers compensation, training, labor relations and benefits administration will all see increases in activity and complexity from the addition of over 40 full-time positions. A Human Resources Director will be recruited to provide strategic and technical expertise, along with a new position of Human Resources Analyst to provide overall HR support to the Police Department and the City. An additional Accountant is proposed in support of payroll functions that similarly will become more complex and expand in scope. Community Service Officer positions assist with field and office work that allows sworn officers to focus on core work responsibilities. The Crime and Intelligence Analyst prepares mandated reports required from various governmental agencies and develops statistics used for crime solving and prevention. Lastly, two Information Technology positions are needed to outfit and maintain police equipment including: vehicles with computers, body cameras, radio communication devices and computers, printers and other devices included in the new Lathrop Police Department.

### **Sworn Officer Positions**

The City intends to fill the Lathrop Police Department Officer positions with experienced lateral officers. However, if needed, the City may choose to send a candidate through the police academy or hire a current police academy student. In both of those cases the employment would be non-sworn as a Police Officer Trainee. Once graduated and sworn in, then the employee would move into a Police Officer position. These classifications provide options to the City in staffing the Lathrop Police Department.

### **Sworn Officer Compensation**

Hiring sworn officers is very competitive process. The recruiting team has reviewed common compensation packages used in comparable agencies. The compensation factors collected were used to prepare a Sworn Compensation Plan (Attachment J) for the new Lathrop Police Department. This Plan provides compensation elements that may be offered to newly hired sworn officers following the recruitment process.

Some of these benefits are incentives to bring over experienced officers from other agencies, including an annual City contribution to deferred compensation, a one-time signing bonus, credit for service time to assign vacation accrual and an initial sick leave and vacation bank of 40 hours each upon hire. Other benefits, consistent with compensation practices in police agencies throughout the State, include special assignment pay in recognition of additional training and performance requirements, uniform allowance and compensation for education and Peace Officer Standards and

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Training (POST) training. Lastly, other benefits are consistent with existing City compensation, including Management Leave.

Staff and our consultants recommend these compensation factors to be able to make competitive employment offers to fill sworn Lathrop Police Department positions.

**REASON FOR RECOMMENDATION:**

The City is working with CPSHR Consulting to prepare a recruitment plan for all vacant Police Department positions. Once that is finalized, it will be posted on the City's website. Adopting the classifications and corresponding compensation now will enable the recruiters to prepare for the upcoming recruitments.

**FISCAL IMPACT:**

External and internal compensation factors have been reviewed, and the recommendation is to establish the following positions and salary ranges:

<b>Position</b>	<b>Grade</b>	<b>Salary Range</b>
<b>Police Commander</b>	82	\$140,358 - \$170,607
<b>Police Sergeant</b>	72	\$109,658 - \$133,289
<b>Police Officer</b>	65	\$92,248 - \$112,128
<b>Police Officer Trainee</b>	43	\$57,699 - \$70,134
<b>Police Records Supervisor</b>	53	\$68,598 - \$83,382
<b>Police Records Assistant I/II</b>	43/46	\$53,581 - \$65,128
		\$57,699 - \$70,134
<b>HR Analyst I/II</b>	52/56	\$66,914 - \$81,334
		\$73,861 - \$89,778

**\*All other positions are existing positions, have current Job Descriptions and are on the Grade Step Table.**

It is important for the positions to be competitive in the market to recruit highly qualified and experienced candidates to lead the opening of the new Lathrop Police Department. The annual cost of the positions was anticipated and is included in the City's budget.

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**ATTACHMENTS:**

- A. A Resolution Approving the Creation of Police Department Positions, Job Descriptions, Sworn Compensation Plan, and Amend the Grade Step Table and Position Control Roster
- B. Amended Police Chief Job Description
- C. Police Commander Job Description
- D. Police Sergeant Job Description
- E. Police Officer Job Description
- F. Police Officer Trainee Job Description
- G. Police Records Supervisor Job Description
- H. Police Records Assistant I/II Job Description
- I. Human Resources Analyst I/II
- J. Sworn Compensation Plan
- K. Grade Step Table 7/1/2021
- L. Position Control Roster




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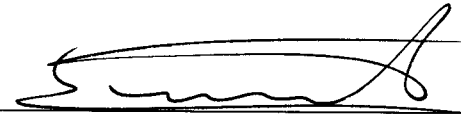
**APPROVALS:**

  
\_\_\_\_\_  
Cari James  
Director of Finance &  
Administrative Services

7/7/2021  
Date

  
\_\_\_\_\_  
Teresa Vargas  
Director of General Services &  
City Clerk

7/8/2021  
Date

  
\_\_\_\_\_  
Salvador Navarrete  
City Attorney

7-7-2021  
Date

  
\_\_\_\_\_  
Stephen J Salvatore  
City Manager

7-8-21  
Date

**RESOLUTION NO. 21-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP  
APPROVING THE CREATION OF POLICE DEPARTMENT POSITIONS, JOB  
DESCRIPTIONS, SWORN COMPENSATION PLAN, AND AMEND THE GRADE  
STEP TABLE AND POSITION CONTROL ROSTER**

**WHEREAS**, at the May 10, 2021, City Council Meeting, the City Council approved the creation of the Police Chief position and recruitment began; and

**WHEREAS**, since the approval, the Police Chief job description has been modified to align with the proposed new job descriptions of the remaining positions; and

**WHEREAS**, to prepare to recruit and appoint personnel to staff the Lathrop Police Department, positions for the Police Department must be placed in the City's classification and compensation system; and

**WHEREAS**, to determine appropriate placement in the City's compensation system, consideration is given to several factors:

- 1) The ability to pay is the most important factor to maintain a sustainable work force.
- 2) Consideration of external data, which is the marketplace for the position.
- 3) It is also important to look at internal factors as well, where this position fits into the organization and existing pay system; and

**WHEREAS**, based on the three factors described above, and the importance of the positions being competitive in the market to recruit highly qualified and experienced candidates, the recommendation is to establish the following positions and place them on the City's Grade Step Table and Position Control Roster:

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<b>Total FTE</b>				<b>42</b>	

**\*Add to position Control Roster 10.0 FTE**

**\*\*Does not include positions previously funded in 21/22 budget, including: Police Chief, HR Director, Police Services Manager and Sr. Admin Assistant.**

**WHEREAS**, the recruiting team has reviewed common compensation packages used in comparable agencies. The compensation factors collected were used to prepare a Sworn Compensation Plan (Attachment J of the staff report) for the new Lathrop Police Department; and

**WHEREAS**, some of these benefits are incentives to bring in experienced officers from other agencies, including an annual City contribution to deferred compensation, a one-time signing bonus, credit for service time to assign vacation accrual and an initial sick leave and vacation bank of 40 hours each upon hire. Other benefits, consistent with compensation practices in police agencies throughout the State, include special assignment pay in recognition of additional training and performance requirements, uniform allowance and compensation for education and Peace Officer Standards and Training (POST) training; and

**WHEREAS**, the proposed incentives include the following:

	<b>Officers</b>	<b>Sergeants</b>	<b>Commanders</b>	<b>Chief</b>	<b>Notes</b>
<b>Deferred Comp</b>	\$3,000	\$3,000	\$4,000	\$5,000	Annual
<b>Intermediate Post</b>	2.5%				
<b>Advanced Post</b>	2.5%	2.5%			
<b>Supervisory Post</b>		2.5%	2.5%		
<b>Management Post</b>			2.5%		
<b>AA/BA+</b>	2.5%/5%	2.5%/5%	2.5%/5%		Max of 5%
<b>Uniform Allow</b>	\$1,200	\$1,200	\$1,200	\$1,200	Annual
<b>Signing Bonus</b>	\$5,000	\$5,000	\$5,000	\$5,000	1 time
<b>Management Leave</b>			100 hrs	120 hrs	Annual
<b>Vacation Bank</b>	40 hrs	40 hrs	40 hrs	40 hrs	1 time
<b>Sick Leave Bank</b>	40 hrs	40 hrs	40 hrs	40 hrs	1 time

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lathrop does hereby approve the following:

1. Amend the Police Chief Job Description with minor adjustments (Attachment B of the staff report)
2. Create Position and Job Description:
  - a. Police Commander (Grade 81) (Attachment C of the staff report)
  - b. Police Sergeant (Grade 72) (Attachment D of the staff report)
  - c. Police Officer (Grade 65) (Attachment E of the staff report)
  - d. Police Officer Trainee (non-sworn) (Grade 46) (Attachment F of the staff report)
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  - f. Police Records Assistant I/II (Grade 43/46 ) (Attachment H of the staff report)
  - g. HR Analyst I/II (Grade 52/56) (Attachment I of the staff report)
3. Approve Sworn Compensation Plan (Attachment J of the staff report)
4. Amend the Grade Step Table (Attachment K of the staff report)
5. Amend Position Control Roster (Attachment L of the staff report)

The foregoing resolution was passed and adopted this 12<sup>th</sup> day of July, 2021, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSENT:

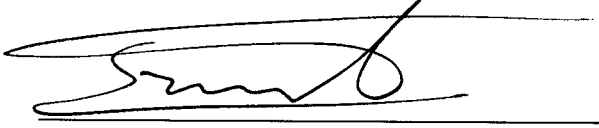
ABSTAIN:

\_\_\_\_\_  
Sonny Dhaliwal, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Teresa Vargas, City Clerk

  
\_\_\_\_\_  
Salvador Navarrete, City Attorney

## CITY OF LATHROP

### POLICE CHIEF

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under administrative direction of the City Manager, the Police Chief is responsible with directing, planning, and managing the provisions of quality law enforcement; providing leadership and oversight for all functions and activities of the Police Department, including field operations, criminal investigations, communications, and management services; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs other related work as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Police Chief** is the Department Director classification that oversees, directs, and participates in all activities of the Police Department, including short- and long-range planning, development, and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the City Manager, or designee. Exercises direct supervision over assigned staff and general direction over assigned staff through subordinate levels of management and supervision.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, directs, and oversees all City police functions, including patrol, law enforcement, investigation, police communications, community and administrative services; assumes full management responsibility for the Police Department programs, services, and activities.

- Develops and directs implementation of goals, objectives, policies, procedures, and work standards for the Police Department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Works closely with the City Manager, the City Council, City departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve police service problems; prepares, reviews, and presents staff reports, presentations, various management and information updates, and reports on special projects as assigned by the City Manager.
- Directs the preparation and administration of the annual budget for the department; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures and budgetary adjustments as necessary.
- Selects, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations.
- Develops specific proposals for action on current and future City and community needs; contributes to the overall quality of the department's service by continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Develops cooperative working relationships and mutual aid agreements with representatives of other local public safety departments; coordinates activities with other law enforcement and public service agencies, including participation in high profile or complex investigations.
- Monitors legal, regulatory, technological and societal changes and court decisions that may affect the work of the department; approves equipment acquisition, training programs, staff development and procedural changes to ensure retention and selection of qualified staff for the provision of services to the community in an effective, efficient and economical manner.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of police safety and other services as they relate to the area of assignment.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; drafts, prepares and makes interpretations of City regulations and various ordinances, codes and applicable laws to ensure compliance and consistency of application.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.

- Serves as a spokesperson for the Police Department at a variety of community events, meetings, and other public relations activities.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**QUALIFICATIONS:** *(The following are minimum qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be the equivalent to a Bachelor's Degree in criminal justice, police science, public administration, or a related field and five (5) years of supervisory or management experience in sworn police service including at least three (3) years in an administrative capacity at a level equivalent to a Police Captain/Commander with another public agency.

**License/Certificate:**

Possession of a valid California Driver License, Class C or higher, prior to date of appointment. Possession of California P.O.S.T. Management Certificate or out-of-state equivalent is required and the ability to obtain a California P.O.S.T. Executive Certificate within three years of appointment. Completion of one of the following: a California P.O.S.T. Command College, a Federal Bureau of Investigation National Academy or equivalent law enforcement executive curriculum is highly desirable. Possession of, or ability to obtain, a valid CPR certification. Possession of, or the ability to obtain, a complete National Incident Management System (NIMS) Training within three years of appointment.

**Additional Requirements:**

Must currently be employed as a sworn peace officer, in good standing; must successfully complete a comprehensive P.O.S.T. background investigation, physical examination, and psychological evaluation; must possess U.S. citizenship at the time of appointment.

**KNOWLEDGE/ABILITIES/PHYSICAL DEMANDS & WORK ENVIRONMENT:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Administrative principles, practices and methods, including goals and objectives development, program development and implementation, work planning and organization, delegation, employee supervision assignment review and evaluation, discipline, and the



training of staff in work procedures; principles and practices of law enforcement, investigation, patrol, community services, and related police services; criminal law, codes, ordinances and court interpretations, including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence; principles of budget development and administration. Local government organizations and functions as related to public safety. Principles and practices of leadership. Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area. Principles and practices of community policing. Principles and practices of police safety program development, management in a municipal setting, and police safety and occupational hazards program planning and budgeting. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility. Methods and techniques for the use of modern computer and business software, development of presentations, contract negotiations, business correspondence, information distribution; research and reporting methods, techniques, and procedures; proper English and grammar. Police record and evidence keeping principles and procedures.

**Ability to:**

Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner. Provide administrative, management, and professional leadership for the Police Department. Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner. Plan, organize and oversee the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility. Analyze complex technical and administrative police services problems, evaluating alternative solutions, and adopting effective courses of action; effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of public safety programs and administrative activities; ; develop and implement goals, objectives, policies, procedures, work standards and internal controls; establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and City staff; exercise sound independent judgment within general policy and administrative guidelines. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed. Conduct effective negotiations and effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals. Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities. Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials. Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Due to the varied and unpredictable nature of police work, the incumbent may also be required to perform the following: make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; may require continuous and repetitive arm-hand movements; use sufficient strength and agility to enable the incumbent to sprint, or jump; coordinate the movement of more than one limb simultaneously such as when using hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of patrol car or gathering evidence at crime scenes; wear a 15 lbs. utility/gun belt which requires the continuous support from stomach and lower back muscles; may require the movement of heavy objects 50lbs and more. The incumbent may respond to complex police situations or emergencies and is therefore subject to any of the hazards encountered by police patrol officers. Operate various office equipment such as telephones, computers, copiers, fax machines, etc. Safely operate the following equipment in the performance of duties: A variety of City-owned vehicles; firearms; communications equipment, such as two-way radios, cell phones, and pagers; Mobile display terminals (MDT), various audio-visual equipment and any other equipment assigned.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

### **Environmental Conditions**

Work is generally performed in a typical office environment, with most time spent sitting, standing or walking. Position may require work outdoors and using body, ear and eye protection, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. ~~Incumbent may be required to work rotating shifts and assignments, and may work overtime with little or no notice.~~ Incumbent may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

### **Working Conditions**

Must be ~~willing able to work extended shifts or be called back in~~ at any time, day or night, in emergency situations and respond to personal danger which may include exposure to

armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.

**Disaster Service Worker**

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City District may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a “Local Emergency” is declared during the employee’s shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a “Local Emergency” is declared outside of the employee’s shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

## CITY OF LATHROP

### POLICE COMMANDER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general direction, plans, directs, supervises, and coordinates the activities of any assigned major programs and activities of the department; maintains charge of department supervisors; assumes command as assigned; and performs related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Police Commander** is the management-level sworn classification and is responsible for the operations of assigned sworn and civilian personnel within the department in the protection of life and property, maintaining order, and enforcement of laws and ordinances. This class is required to manage various divisions, bureaus, and projects; investigate sensitive criminal or administrative matters; and assist the Police Chief in operations and support services functions as directed. This class is distinguished from Police Chief, which has overall management and budgetary responsibility for the Police Department. The Police Commander is distinguished from the next lower class of Police Sergeant in that the latter has lead responsibility over a team of Police Officers or professional staff.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Police Chief. Exercises general supervision directly and through subordinate supervisors over Police Sergeants, Police Officers, professional staff, and other staff as assigned.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Manages and supervises both sworn and professional staff and operational activities of a division, an assigned shift, or a function within a division; participates in the hiring process for subordinate positions and as needed.
- Organizes and assigns personnel among shifts; reviews shift activities and coordinates information gathered and work accomplished by subordinates.
- Supervises Police Sergeants and/or civilian supervisors to assure proper policies and procedures are followed; makes regular inspections of the holding area, building, and vehicles; investigates citizen complaints; appears in court as required.

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- Responds to major crimes, accident scenes, and emergencies; supervises investigations, interviews, and interrogations in the field; conducts highly complex and sensitive investigations; solves problems as they arise within the unit or program.
- Participates in the development and implementation of goals, objectives, policies, and priorities.
- Participates in the development and management of the department budget for functional area of responsibility; monitors and approves expenditures as authorized.
- Identifies opportunities for improving service delivery methods and procedures.
- Directs, coordinates, and reviews the work plan for the assigned area of responsibility; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Trains, motivates, supervises, and evaluates subordinate personnel; supervises and conducts personnel investigations and makes recommendations regarding discipline, assignment of personnel, and promotions.
- Coordinates assigned police activities with those of other units, divisions, other City departments, and outside agencies and organizations; provides staff assistance to the Police Chief; prepares and presents staff reports and other necessary correspondence.
- Responds to inquiries from the media and general public; conducts meetings with local groups; provides interviews to media personnel upon request.
- Reviews, corrects, and participates in the preparation of police reports and records.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the law enforcement field.
- May serve as Acting Police Chief when designated in the Police Chief's absence.
- May manage special programs or projects as required.
- Performs other related duties as required or assigned by a superior officer.

**QUALIFICATIONS:** *(The following are minimum qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be the equivalent to a Bachelor's degree from an accredited college or university with major coursework in police science, criminal justice administration, public administration, or a related field; and at least six (6) years of increasingly responsible service as a full-time, sworn peace officer with a public agency, including two (2) years at a supervisory level.

**License/Certificate:**

Possession of a valid California Driver License, Class C or higher, and a satisfactory driving record, prior to date of appointment. Possession of a valid California P.O.S.T. Advanced Certificate. Possession of California P.O.S.T. Supervisory Certificate is highly desirable. Possession of, or ability to obtain, a valid CPR certification.

**Additional Requirements:**

Must currently be employed as a sworn peace officer, in good standing; must successfully complete a comprehensive P.O.S.T. background investigation, physical examination, and psychological evaluation; must possess U.S. citizenship at the time of appointment.

**KNOWLEDGE/ABILITIES/PHYSICAL DEMANDS & WORK ENVIRONMENT:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Operations, services, and activities of a comprehensive municipal law enforcement program; law enforcement theory, principles, and practices and their application to a wide variety of services and programs; methods and techniques used in providing the full range of law enforcement and crime prevention services and activities, including investigation and identification, patrol, traffic control, crime prevention, records management, and care and custody of persons and property; principles and practices of community policing; Peace Officer Bill of Rights and its application; modern methods and procedures of criminal identification and records; use of firearms and other modern police equipment; methods and techniques of public relations; principles of customer service; recent court decisions and how they affect department operations; principles and practices of municipal budget preparation and administration; principles of supervision, training, and performance evaluation; office procedures, methods, and equipment including computers; principles of business letter writing and basic report preparation; thorough knowledge of pertinent federal, state, and local laws, ordinances, codes, and regulations.

**Ability to:**

Supervise, direct, and coordinate the work of assigned staff; select, train, and evaluate assigned staff; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; effectively deploy and review the work of officers and special investigational details; prepare clear and concise administrative reports; prepare and administer budgets; discharge firearms in a safe and effective manner; interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations; interpret and explain City law enforcement policies and procedures; supervise and conduct sensitive investigations; identify and prepare information for release to the media; analyze emergency situations and adopt quick, reasonable, and effective courses of action; respond to requests and inquiries from the general public; recommend improvements in departmental operations and in the rules, regulations, and policies governing the department; demonstrate an awareness and appreciation of the cultural diversity of the community; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

**Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Due to the varied and unpredictable nature of police work, the incumbent may also be required to perform the following: make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; may require continuous and repetitive arm-hand movements; use sufficient strength and agility to enable the incumbent to sprint, or jump; coordinate the movement of more than one limb simultaneously such as when using hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on, and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of patrol car or gathering evidence at crime scenes; wear a 15 lbs. utility/gun belt which requires the continuous support from stomach and lower back muscles; may require the movement of heavy objects 50lbs and more. Operate various office equipment such as telephones, computers, copiers, fax machines, etc. Safely operate the following equipment in the performance of duties: A variety of City-owned vehicles; firearms; communications equipment, such as two-way radios, cell phones, and pagers; mobile display terminals (MDT); various audio-visual equipment; and any other equipment assigned.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

### **Environmental Conditions**

Requires working outdoors and using body, ear, and eye protection such as safety helmets, armored vests, earplugs, utility belts, and other specialized equipment; involves exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, traffic, violent persons, assault hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees in this class are subject to the threat of injury and life-threatening hazards as part of police safety operations.

### **Working Conditions**

Must be willing to work extended shifts or be called back in emergency situations and respond to personal danger which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.

### **Disaster Service Worker**

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.



## CITY OF LATHROP

### POLICE SERGEANT

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#### **DEFINITION:**

Under direction, coordinates and supervises the activities and operations of a team of police employees, program, or function of the Police Department, to include field patrol, traffic, investigations, training, crime prevention, community relations, administrative services, and related services and activities; coordinates activities with other divisions, units, City departments, outside agencies, and organizations; performs the more difficult and responsible law enforcement and crime prevention supervision and planning; performs other related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Police Sergeant** is the first line supervisory class in the sworn police class series. Incumbents function as supervisors over an assigned shift and provide leadership for ongoing law enforcement, crime prevention, and investigative and administrative activities. The classification is distinguished from the next higher class of Police Commander in that the latter is a mid-level manager responsible for the performance of multiple teams and complex department management duties.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from a Police Commander. Provides general supervision to sworn Police Officers and professional staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Directs and coordinates the activities of the assigned watch or unit; prepares work schedules; confers with subordinate staff regarding special assignments, providing instruction or direction as necessary; may participate in law enforcement activities as required; ensures activities are conducted in accordance with laws, ordinances, regulations, and policies.
- When assigned to Patrol, supervises and participates in assigned patrol shift operations; prepares and conducts briefings; assigns patrol beats; approves police reports and arrests; approves employee time sheets; reviews shift incidents and prepare log; participates in shift activities as necessary, including enforcing local and State laws; preparation and implementation of special operations; may issue citations, make arrests, and transport prisoners; testify in court.

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- When assigned to Investigations, supervises and personally conducts complete and detailed investigations of a general and specialized nature; coordinates complex investigations, including those involving several officers, units, and divisions; oversees and participates in undercover and surveillance operations; reviews all investigation reports and make recommendations and suggestions to officers.
- When assigned to Support Services, supervises all support services units, including crime analysis, records, code enforcement, animal control, and other support services units that may be created; oversees contract support services.
- Provides liaison to the public, responding to inquiries and resolving complaints regarding subordinate officers or work unit service levels; coordinates law enforcement activities with other agencies; and as designated representative, participates in committee or community activities to contribute to discussions regarding police services.
- Reviews reports prepared by subordinates for accuracy, sufficiency, legality, clarity, and completeness; prepares special and/or summary reports; evaluates case/project progress; makes recommendations on case disposition.
- Supervises and coordinates special programs or projects as assigned including staff training, SWAT, School Resource Officer, Critical Incident Negotiation Team, and other programs and projects.
- Performs research and compiles statistics; gathers information and prepares reports.
- Advises subordinate personnel on job-related and personal matters; evaluates performance and provides assistance in improving skills and abilities, resolving personal conflicts or problematic situations arising out of assignments; creates positive work environment; maintains discipline and initiates corrective action; ensures compliance with safety practices and policies.
- Develops and participates in the conduct of officer training to ensure staff currency in law enforcement knowledge and skills; as assigned, prepares or directs the preparation of training manuals and instructional materials.
- Keeps superiors informed on events affecting area of responsibility, particularly personnel problems, complaints, and other occurrences having an impact on the department or City.
- Attends department staff meetings and training sessions; participates in employee development activities as assigned; keeps abreast of developments that affect law enforcement or information that would assist subordinates in the performance of their duties.
- Issues equipment; ensures vehicles and equipment used by subordinates are maintained in accordance with established procedures and standards.

- Prepares and administers operational budget(s) including purchasing for assigned unit(s) of responsibility.
- Acts as Commander, as directed.

**QUALIFICATIONS:** *(The following are minimum qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be the equivalent to an Associate degree from an accredited college or university (or 60 semester or 90 quarter college units leading to a bachelor's degree) with major coursework in police science, criminal justice administration, public administration, or a related field; and at least five (5) years of service as a full-time, sworn peace officer with a public agency.

**License/Certificate:**

Possession of a valid California Driver License, Class C or higher, and a satisfactory driving record, prior to date of appointment. Possession of a valid California P.O.S.T. Basic Certificate or valid California P.O.S.T. Basic Course Waiver at the time of application. Possession of a valid California P.O.S.T. Intermediate Certificate or out-of-state equivalency. A California P.O.S.T. Intermediate Certificate must be obtained within 18 months of appointment if using an out-of-state equivalency to meet minimum qualifications. Possession of a California P.O.S.T. Advanced Certificate or out-of-state equivalency is highly desirable. Possession of, or ability to obtain, a valid CPR certification.

**Additional Requirements:**

Must currently be employed as a sworn peace officer in good standing; must be at least 21 years of age; must successfully complete a comprehensive P.O.S.T. background investigation, physical examination, and psychological evaluation; must possess U.S. citizenship at the time of appointment.

**KNOWLEDGE/ABILITIES/PHYSICAL DEMANDS & WORK ENVIRONMENT:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles and practices of modern law enforcement including patrol, investigations, and special operations functions; thorough knowledge of laws, regulations, ordinances and policies regarding search, seizure, arrest, evidence, court procedures and other safety and welfare issues, as well as legal rights of citizens and prisoners; vehicle and penal codes; principles and practices of community policing; Peace Officer Bill of Rights

and its application; public relations techniques; interagency communication and assistance techniques and practices; report writing skills; working knowledge of municipal organization and administration; physical layout of the City and adjoining areas; methods and techniques of supervision; verbal/physical control tactics; use and care of firearms and other police equipment; customer service principles and techniques; modern office practices, methods, and computer equipment and applications related to the work; basic first aid and cardiopulmonary resuscitation techniques (CPR); English usage, grammar, spelling, and punctuation.

**Ability to:**

Communicate clearly and concisely, both orally and in writing; learn, understand, and interpret laws; research and prepare reports on a variety of subjects; establish and maintain effective relationships with the community at large; supervise an assigned unit of the Police Department; schedule, train, supervise, and evaluate employees; gather, assemble, analyze, evaluate, and use facts and evidence; make decisions regarding operations and personnel functions; operate programs within allocated amounts; respond to emergency and problem situations in an effective manner; understand, explain, and apply policies and procedures; analyze unusual situations and resolve them through application of management principles and practices; respond to requests and inquiries from the general public; think and act quickly in emergencies, and judge situations and people accurately; observe and remember names, faces, numbers, incidents, and places; cope with stressful situations firmly, courteously, tactfully, and with respect for the rights of others; process good judgment, character, reputation, poise, bearing, alertness, emotional stability, and sincerity to effect good working and public relations; demonstrate proficiency in the use and care of firearms; make clear and concise radio transmissions; work independently and as part of a team; operate a variety of motor vehicles as well as office equipment, including but not limited to computers and supporting word processing software applications; communicate clearly and concisely; follow instructions, both orally and in writing; meet standards of physical stature, endurance, and agility established by the City; demonstrate an awareness and appreciation of the diversity of the community; establish and maintain effective working relationships with other employees, staff, vendors, and the public.

**Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Due to the varied and unpredictable nature of police work, the incumbent may also be required to perform the following: make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; may require continuous and repetitive arm-hand movements; use sufficient strength and agility to enable the incumbent to sprint, or jump; coordinate the movement of more than one limb simultaneously such as when using hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on, and opening

and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of patrol car or gathering evidence at crime scenes; wear a 15 lbs. utility/gun belt which requires the continuous support from stomach and lower back muscles; may require the movement of heavy objects 50lbs and more. Operate various office equipment such as telephones, computers, copiers, fax machines, etc. Safely operate the following equipment in the performance of duties: A variety of City-owned vehicles; firearms; communications equipment, such as two-way radios, cell phones, and pagers; mobile display terminals (MDT); various audio-visual equipment; and any other equipment assigned.

**Vision**: See in the normal visual range with or without correction.

**Hearing**: Hear in the normal audio range with or without correction.

### **Environmental Conditions**

Requires working outdoors and using body, ear, and eye protection such as safety helmets, armored vests, earplugs, utility belts, and other specialized equipment; involves exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, traffic, violent persons, assault hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees in this class are subject to the threat of injury and life-threatening hazards as part of police safety operations. Incumbents may be required to work rotating shifts and assignments, and may work overtime with little or no notice.

### **Working Conditions**

Must be willing to work extended shifts or be called back in emergency situations and respond to personal danger which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.

### **Disaster Service Worker**

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

## CITY OF LATHROP

### POLICE OFFICER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, performs law enforcement and crime prevention tasks and duties related to the protection of public health, safety, and welfare; patrols an assigned area to ensure the enforcement of all applicable federal, state, and local laws; performs investigative work; and performs additional related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Police Officer** is an entry/journey-level class in the sworn Police class series in which incumbents are expected to independently perform the full scope of assigned law enforcement duties and responsibilities under general supervision. Incumbents may receive special assignments to Investigations, Traffic, or special taskforces. This classification is distinguished from the next higher class of Police Sergeant in that the latter is the first line supervisory class in the sworn police class series. This class is distinguished from the lower class of Police Trainee in that the latter is the non-sworn entry-level class in the series for the purpose of attending and graduating from the police academy.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction and supervision from higher-level sworn personnel. Does not exercise supervision over staff unless assigned as a Field Training Officer.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Enforces State, County, and City ordinances and laws; patrols, either in a vehicle, bike, motorcycle, or on foot, an assigned area to prevent crime and maintain law and order; may conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, holdups, suicides, deaths, and other criminal incidents.
- Prepares and serves warrants and subpoenas; makes arrests for all criminal violations of law; interviews victims, complainants, and witnesses; interrogates suspects; gathers and preserves evidence; testifies and presents evidence in court.
- Receives, searches, books, fingerprints, and transports prisoners.

- Contacts and cooperates with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.
- Investigates suspicious vehicles or persons; observes for stolen cars; performs crowd control, parade, or riot work.
- Makes traffic stops and issues warnings, citations, or makes arrests; checks vehicles and observes vehicle occupants; investigates scenes of vehicle accidents by interviewing drivers and witnesses; directs traffic and arranges for cleaning of roadway.
- Administers first aid and responds to calls for medical assistance.
- Prepares and submits written reports and field notes on all cases investigated; participates in staff development; attends briefings and training sessions; performs routine maintenance on assigned patrol vehicles, firearms, and other equipment.
- Establishes and maintains good relationships with the general public and works with the community to identify problems and solutions that may or may not be enforcement related.
- May participate in or be assigned to special programs such as crime prevention, investigations, Narcotics Task Force, SWAT, dog handler, and traffic investigator; also, may make presentations before a variety of public groups, and work as a member of the school resource programs (e.g., DARE team; school resource officer) as a rotating assignment.
- When assigned to Investigations, coordinates and conducts complete and detailed investigations of crimes involving juveniles and adults, crimes against persons and property, and crimes involving vice, gaming, and narcotics violations; performs undercover and surveillance activities; interviews victims, complainants, witnesses, and suspects; collects, preserves, and maintains evidence and property found that is involved with suspected crimes; prepares and executes search warrants; prepares investigative reports and case information.
- When assigned as School Resource Officer, serves as law enforcement officer, law related counselor, and law related instructor for the Drug Abuse Resistance Education program at assigned school; supervises City-wide truancy sweeps; assists with special juvenile enforcement details; supervises security for school functions.
- When assigned as a Field Training Officer, trains new recruits and lateral police officers; documents trainee progress and prepare evaluations; serves as acting field supervisor as assigned.
- Perform other related duties and responsibilities as assigned.

**QUALIFICATIONS:** *(The following are minimum qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be graduation from high school or equivalent and successful completion of a Peace Officer Standards and Training (P.O.S.T.) certified Police Academy. College level course work and specialized training in law enforcement, criminal justice, or a related field is highly desirable.

**License/Certificate:**

Possession of a valid California Driver License, Class C or higher, and a satisfactory driving record, prior to date of appointment. Qualify for or possession of a valid California P.O.S.T. Basic Certificate or valid California P.O.S.T Basic Course Waiver upon completion of probation. Possession of, or ability to obtain, a valid CPR certification.

**Additional Requirements:**

Must be at least 21 years of age; must successfully complete a comprehensive P.O.S.T. background investigation, physical examination, and psychological evaluation; must possess U.S. citizenship at the time of appointment.

**KNOWLEDGE/ABILITIES/PHYSICAL DEMANDS & WORK ENVIRONMENT:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Operations, services, and standard operating procedures of a modern police department; the principles, methods, materials, equipment, and techniques of peace officers as well as staying abreast of recent developments, current literature, and sources of information on peace officers; vehicle and penal codes, as well as state and local traffic laws; laws governing search and seizure, admissibility and presentation of evidence, laws of arrest, crime scene procedures, and court procedures; principles and practices of community policing; Peace Officer Bill of Rights and its application; verbal/physical control tactics; use and care of firearms and other police equipment; customer service principles and techniques; modern office practices, methods, and computer equipment and applications related to the work; basic first aid and cardiopulmonary resuscitation techniques (CPR); English usage, grammar, spelling, and punctuation.

**Ability to:**

Learn, understand, and interpret laws; prepare accurate and grammatically correct written reports; respond to requests and inquiries from the general public; think and act quickly in emergencies, and judge situations and people accurately; observe and remember names, faces, numbers, incidents, and places; cope with stressful situations firmly, courteously,



tactfully, and with respect for the rights of others; possess good judgment, character, reputation, poise, bearing, alertness, emotional stability, and sincerity to effect good working and public relations; demonstrate proficiency in the use and care of firearms; make clear and concise radio transmissions; work independently and as part of a team; operate a variety of motor vehicles as well as office equipment, including but not limited to computers and supporting word processing software applications; communicate clearly and concisely; follow instructions, both orally and in writing; meet standards of physical stature, endurance, and agility established by the City; demonstrate an awareness and appreciation of the diversity of the community; establish and maintain effective working relationships with other employees, staff, vendors, and the public.

### **Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Due to the varied and unpredictable nature of police work, the incumbent may also be required to perform the following: make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; may require continuous and repetitive arm-hand movements; use sufficient strength and agility to enable the incumbent to sprint, or jump; coordinate the movement of more than one limb simultaneously such as when using hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on, and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of patrol car or gathering evidence at crime scenes; wear a 15 lbs. utility/gun belt which requires the continuous support from stomach and lower back muscles; may require the movement of heavy objects 50lbs and more. Operate various office equipment such as telephones, computers, copiers, fax machines, etc. Safely operate the following equipment in the performance of duties: A variety of City-owned vehicles; firearms; communications equipment, such as two-way radios, cell phones, and pagers; mobile display terminals (MDT); various audio-visual equipment; and any other equipment assigned.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

### **Environmental Conditions**

Requires working outdoors and using body, ear, and eye protection such as safety helmets, armored vests, earplugs, utility belts, and other specialized equipment; involves exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, traffic, violent persons, assault hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees in this class are subject to the threat of injury and life-threatening hazards as part of police safety

operations. Incumbents may be required to work rotating shifts and assignments, and may work overtime with little or no notice.

### **Working Conditions**

Must be willing to work extended shifts or be called back in emergency situations and respond to personal danger which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.

### **Disaster Service Worker**

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

## CITY OF LATHROP

### POLICE OFFICER TRAINEE (NON-SWORN)

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under direct supervision, actively participates in the P.O.S.T. (Commission on Peace Officer Standards and Training) police academy training program; performs related learning and testing activities; performs a variety of routine to complex field and administrative activities in support of police services and programs for the City's Police Department; provides comprehensive non-sworn staff support to Police Department personnel on a wide variety of law enforcement programs, projects, and services; and performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Police Officer Trainee (Non-Sworn)** is the non-sworn, trainee-level class in the Police Officer series in which incumbents remain in probationary status and are expected to learn law enforcement techniques and practices as well as City systems, operations, practices, policies, and procedures, and to perform non-sworn police support duties while completing the mandated peace officer academy to obtain Basic P.O.S.T. certification.

Upon successful graduation from the academy, and final review by the Police Chief, incumbents may be appointed to the position of a sworn probationary Police Officer. Employment in the Police Officer Trainee classification is contingent upon maintaining enrollment in a P.O.S.T.-approved academy for which he/she is enrolled. Incumbents who fail to maintain enrollment in a P.O.S.T.-approved academy for any reason will be released from employment without cause and without the right of appeal.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direct supervision from higher-level sworn personnel. Does not exercise supervision over staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Attends and successfully completes the P.O.S.T. Basic Academy approved by the City of Lathrop.
- Learns and applies knowledge of the City of Lathrop Police Department's organization, rules, and regulations.

- Learns principles and techniques of patrol procedures, community service, crime prevention, and public relations.
- Learns and applies knowledge of enforcement and procedural aspects of criminal law, arrest and control techniques, crowd control, and the enforcement of those laws.
- Learns principles and techniques of proper use and maintenance of firearms.
- Learns vehicle operation, including Vehicle Code.
- Learns basic criminal investigation processes and techniques, including the identification, collection, and preservation of evidence, courtroom testimony, and interviewing witnesses.
- Learns and practices physical fitness and defense techniques programs.
- Perform other related duties and responsibilities as assigned.

**QUALIFICATIONS:** *(The following are minimum qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be graduation from high school or equivalent and enrollment in a Peace Officer Standards and Training (P.O.S.T.) certified Police Academy. Specialized training or college-level coursework in law enforcement, criminal justice or related field is highly desirable.

**License/Certificate:**

Possession of a valid California Driver License, Class C or higher, and a satisfactory driving record, prior to date of appointment. Possession of, or ability to obtain, a valid CPR certification.

**Additional Requirements:**

Ability to satisfy selection standards for peace officers in California as set forth in Government Code Sections 1029 and 1031 and by the City of Lathrop. Government Code 1031 does not preclude the City of Lathrop from adopting additional or higher selection standards, including age.

**KNOWLEDGE/ABILITIES/PHYSICAL DEMANDS & WORK ENVIRONMENT:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Basic function, principles, and practices of law enforcement agencies; basic principles of record keeping; techniques for providing a high level of customer service; customer service principles and techniques; modern office practices, methods, and computer equipment and applications related to the work; basic first aid and cardiopulmonary resuscitation techniques (CPR); English usage, grammar, spelling, and punctuation.

**Ability to:**

Learn, understand, and interpret laws; prepare accurate and grammatically correct written reports; respond to requests and inquiries from the general public; think and act quickly in emergencies, and judge situations and people accurately; observe and remember names, faces, numbers, incidents, and places; cope with stressful situations firmly, courteously, tactfully, and with respect for the rights of others; possess good judgment, character, reputation, poise, bearing, alertness, emotional stability, and sincerity to effect good working and public relations; work independently and as part of a team; operate a variety of motor vehicles as well as office equipment, including but not limited to computers and supporting word processing software applications; communicate clearly and concisely; follow instructions, both orally and in writing; meet standards of physical stature, endurance, and agility established by the City; demonstrate an awareness and appreciation of the diversity of the community; establish and maintain effective working relationships with other employees, staff, vendors, and the public.

**Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Due to the varied and unpredictable nature of police work, the incumbent may also be required to perform the following: make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; may require continuous and repetitive arm-hand movements; use sufficient strength and agility to enable the incumbent to sprint, or jump; coordinate the movement of more than one limb simultaneously such as when using hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on, and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of patrol car or gathering evidence at crime scenes; wear a 15 lbs. utility/gun belt which requires the continuous support from stomach and lower back muscles; may require the movement of heavy objects 50lbs and more. Operate various office equipment such as

telephones, computers, copiers, fax machines, etc. Safely operate the following equipment in the performance of duties: A variety of City-owned vehicles; firearms; communications equipment, such as two-way radios, cell phones, and pagers; mobile display terminals (MDT); various audio-visual equipment; and any other equipment assigned.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

### **Environmental Conditions**

Requires working outdoors and using body, ear, and eye protection such as safety helmets, armored vests, earplugs, utility belts, and other specialized equipment; involves exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, traffic, violent persons, assault hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees in this class are subject to the threat of injury and life-threatening hazards as part of police safety operations. Incumbents may be required to work rotating shifts and assignments, and may work overtime with little or no notice.

### **Working Conditions**

Must be willing to work extended shifts or be called back in emergency situations and respond to personal danger which may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.

### **Disaster Service Worker**

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

## CITY OF LATHROP

### POLICE RECORDS SUPERVISOR

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#### **DEFINITION:**

Under general direction, plans, organizes, assigns, supervises, reviews, and participates in the work of staff providing records management support to the Police Department; compiles and maintains police reports and records; responds to public requests for information; and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS:**

**Police Records Supervisor** is the full supervisory-level class in the Police Records series. Incumbent exercises independent judgment on diverse and specialized police records management activities with accountability and ongoing decision-making responsibilities. Incumbent is responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. This class is distinguished from Police Records Assistant I/II in that the latter does not supervise staff.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from a Police Sergeant or other supervisory or management personnel. Exercises direct supervision over Police Records Assistants.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, organizes, assigns, supervises, reviews, and participates in the work of staff providing records management support to the Police Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion; reviews and approves payroll for assigned staff.
- Monitors activities of the assigned work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

POLICE RECORDS SUPERVISOR

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- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Prepares police arrest reports and supporting documentation for submission to the office of the District Attorney in accordance with legal/court requirements.
- Serves as point of contact for public and representatives of other agencies requesting police records or related services at a public counter or over the telephone; determines the nature of the contact; provides factual information regarding services, policies, and procedures or directs the caller to the proper individual or agency.
- Prepares and processes a variety of reports and records and following established formats, distributes to the proper individual or agency, files reports, and maintains automated or manual logs of departmental actions.
- Processes warrants and subpoenas; confirms information provided; distributes to sworn personnel; maintains status and disposition records; notifies appropriate agencies as required.
- Maintains security of records and ensures that information is released in accordance with laws and established Department policies and processes.
- Responds to requests from department sworn detective staff and conducts research on possible or past criminal activities of persons identified by detectives; provides results of research.
- Maintains scheduling for staff with respect to Duces Tecum/court orders and subpoenas; enters data into the system; notifies staff; communicates with law offices and the District Attorney.
- Utilizes specialized databases and communication systems to enter, modify, and retrieve data for department operations.
- Maintains accurate departmental and law enforcement records and files in all department areas; researches and compiles information from such files.
- Compiles, generates, and submits reports and statistics on assigned functional area to supervisors and management.
- Maintains, orders, and logs supplies needed for the assigned unit.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.



**QUALIFICATIONS:** *(The following are minimum qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to a high school diploma or GED and four (4) years of increasingly responsible experience in police records management. One (1) year of experience in a lead or supervisory capacity preferred.

**License/Certificate:**

Possession of a valid California Class C Driver's License.

**Additional Requirements:**

Must successfully complete a comprehensive background investigation.

**KNOWLEDGE/ABILITIES/PHYSICAL DEMANDS & WORK ENVIRONMENT:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Applicable federal, state, and local laws, codes, and procedures relevant to assigned area of responsibility. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures. Principles and practices of leadership. Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly. Operations and services of law enforcement agencies. Standard operating procedures and legal obligations with respect to the release of data and reports to the public and other agencies. Operational characteristics of databases and communication systems used in law enforcement. Court related processes as they relate to the dissemination of records and reports. Principles and practices of complex record keeping. Research and reporting methods, techniques. Methods and techniques of preparing reports and correspondence. City and mandated safety rules, regulations, and protocols. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff. The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar. Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner. Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards. Perform a variety of technical and administrative tasks within assigned law enforcement program area. Interpret, apply, and explain laws, codes, regulations, and ordinances. Maintain confidentiality of information obtained in the course of performing duties. Conduct research on a diverse range of topics for assigned programs. Perform technical, detailed, and responsible office support work. Compose business correspondence and documentation. Prepare clear and concise reports, correspondence, and other written materials. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks. Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and to operate a motor vehicle and visit various City sites; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**Environmental Conditions**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**Working Conditions**

Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures; employees will wear a uniform. May be required to work night and/or weekend hours and holidays.

**Disaster Service Worker**

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## CITY OF LATHROP

### POLICE RECORDS ASSISTANT I/II

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#### **DEFINITION:**

Under general supervision, performs specialized and complex clerical work in a centralized police records center; applies complex release of information policies when providing restricted access to law enforcement information; inputs, modifies, and retrieves data in complex state and national law enforcement computer systems; and performs related work as required.

#### **DISTINGUISHING CHARACTERISTICS:**

**Police Records Assistant I** is the entry-level class in the Police Records series. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework. As knowledge and abilities increase, the incumbent may advance to the journey level after gaining experience and demonstrating a level of proficiency that meets the qualifications for the journey level Police Records Assistant II class.

**Police Records Assistant II** is the journey-level class in the Police Records series. Incumbents are expected to independently perform the full scope of assigned duties. This class is distinguished from the Police Records Supervisor in that the latter is a supervisor class responsible for overseeing the Police Records section of the Police Department.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Receives, logs, and files a variety of documents, records, forms, and reports by alphabetical, numerical, and subject matter classification.
- Receives and reviews documents, records, forms, and reports for completeness, accuracy, and compliance with established regulations; instructs appropriate personnel regarding how to comply with established regulations; works closely with Watch Commander in assuring completeness of reports.

- Researches and disseminates records information of a sensitive nature upon appropriate request from the public and City staff.
- Purges appropriate records and files, assuring destruction of purged files and proper security of maintained records; maintains confidentiality of all reports; prepares reports and criminal complaints for court, department personnel, and other agencies for purposes of criminal prosecution, follow-up investigation, etc.
- Compiles, maintains, and updates local computer databases; enters, updates, and retrieves records relating to wanted/missing persons, stolen property, vehicle information, juvenile arrests, sex and arson registrations, criminal histories, warrant information, and numerous other types of information from the computer and teletype networks.
- Conducts criminal record checks using national, state, and DMV databases; contacts other police agencies.
- Enters data into police records database for use by investigations and patrol personnel; validates entries into the Department of Justice database by reviewing the original entry and supporting documentation and consulting with the investigator, reporting party, victim, court, or others to clarify; corrects entry when necessary.
- Provides information and assistance regarding complaints and general information to citizens, attorneys, victims, suspects, etc.
- Processes court ordered booking documents.
- Inputs statistical information for use by the Department of Justice in compiling a monthly report on crimes and arrests.
- Processes felony and misdemeanor criminal complaints for court; applies interpretation of Public Records Act provisions to ensure appropriate release of information; redacts reports as necessary; processes and inputs citations and bail payments.
- Keeps current on updates involving processing methods and all computer databases, including mandatory bi-annual recertification.
- Processes mail and fax requests for reports.
- Produces, packages, and distributes 911 recordings, mobile video, officer recordings, and jail video in response to District Attorney requests, subpoenas, officer requests, discovery requests, and all other requests as appropriate.
- Processes, packages and, distributes District Attorney requests for discovery, including audio/video, booking photos, CSI photos, surveillance video, PAS logs, DUI checkpoint packets, and call histories.

- Coordinates, receives, logs, and tracks civil and criminal officer appearance subpoenas, including the coordination of officer schedules, testimony, standby, and overtime.
- Monitors EDC (Electronic Directions for Complaint) workflow queues, including in-progress, rejected, lack of sufficient evidence, and returned cases.
- Delivers or retrieves time-sensitive documentation to/from the courts by making daily court runs.
- Creates weekly traffic court calendar, monitors traffic subpoenas, and requests traffic subpoena witnesses.
- Monitors traffic trial by declarations and processes other traffic court paperwork.
- Uses a computer to input and maintain records, conduct research as needed, and to perform other job-related tasks.
- Duplicates and distributes reports for internal department or follow-up investigations, and for outside requests from citizens, insurance companies, and attorneys.
- Performs other duties as assigned.

**QUALIFICATIONS:** *(The following are minimum qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

**Police Records Assistant I**

Equivalent to a high school diploma or GED and one (1) year of increasingly responsible clerical experience. Experience within a law enforcement environment is preferred.

**Police Records Assistant II**

Equivalent to a high school diploma or GED and two (2) years of increasingly responsible clerical experience, including one (1) year of experience comparable to a Police Records Assistant I.

**License/Certificate:**

Possession of a valid California Class C Driver's License.

**Additional Requirements:**

Must successfully complete a comprehensive background investigation.

**KNOWLEDGE/ABILITIES/PHYSICAL DEMANDS & WORK ENVIRONMENT:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Police Records Assistant I

Principles and practices of complex record keeping. Research and reporting methods and techniques. Methods and techniques of preparing reports and correspondence. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff. The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar. Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Police Records Assistant II

In addition to the knowledge required for Police Records Assistant I:

Applicable federal, state, and local laws, codes, and procedures relevant to assigned area of responsibility. Police terminology and law enforcement codes. Police Department organization and procedures as they relate to the processing of police records. Standard operating procedures and legal obligations with respect to the release of data and reports to the public and other agencies. Operational characteristics of databases and communication systems used in law enforcement. Court related processes as they relate to the dissemination of records and reports. City and mandated safety rules, regulations, and protocols.

**Ability to:**

Perform a variety of technical and administrative tasks within assigned law enforcement program area. Interpret, apply, and explain laws, codes, regulations, and ordinances. Maintain confidentiality of information obtained in the course of performing duties. Conduct research on a diverse range of topics for assigned programs. Perform technical, detailed, and responsible office support work. Compose business correspondence and documentation. Prepare clear and concise reports, correspondence, and other written materials. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks. Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and to operate a motor vehicle and visit various City sites; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **Environmental Conditions**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

### **Working Conditions**

Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures; employees will wear a uniform. May be required to work night and/or weekend hours and holidays.

### **Disaster Service Worker**

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.



**CITY OF LATHROP  
HUMAN RESOURCES ANALYST I/II**

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**DEFINITION:**

Under general supervision, learns to perform and performs professional and para-professional level of human resources duties, including but not limited to recruitment and selection, benefits administration, training and workers compensation; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

**Human Resources Analyst I**

The **Human Resources Analyst I** is the entry level classification in the professional HR Analyst series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine duties while learning City policies and procedures. As experience is gained, there is more diversity in assignments and greater independence of action within established guidelines. This classification is alternatively staffed with Human Resources Analyst II, and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

**Human Resources Analyst II**

The **Human Resources Analyst II** is the journey level classification in which incumbents are expected to perform the full scope of professional analyst duties with minimum supervision. Successful performance requires a thorough knowledge of City of Lathrop Human Resources policies and procedures and the ability to exercise sound independent judgment. This classification is distinguished from the next higher classification of Human Resources Manager in that the latter is responsible for the more complex and difficult duties and supervises the Human Resources Analyst I/II position(s).

**SUPERVISION RECEIVED/EXERCISED:**

**Human Resources Analyst I**

Receives immediate supervision from the Human Resources Manager. May exercise functional and technical supervision over lower level staff.

**Human Resources Analyst II**

Receives general supervision from the Human Resources Manager. May exercise functional and technical supervision over lower level staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Assists management and hiring department with the recruitment planning; receives and reviews recruitment requisitions; tracks status of recruitment; coordinates interview process; determines appropriate recruitment, testing, and selection procedures based on policies and past practices; prepares job announcements, advertisements, and internal postings.

- Conducts background checks; tracks applicants; may participate on interview panel and recommend final candidates as part of selection process.
- Tracks performance appraisals, employee action forms, position requests, employee hours, and data transactions for completeness and accuracy.
- Participates in human resources and risk management projects and surveys, tabulates statistics, prepares reports, and makes related recommendations; answers technical questions from human resources support staff related to human resources and risk management practices and procedures.
- Researches and provides assistance to applicants, employees, other internal departments, agencies, and the general public regarding questions related to the City's employment and personnel practices and policies.
- Gather and analyze data for collective bargaining purposes, and develop recommendations for consideration.
- Reviews, recommends changes, and administers Personnel Rules, and policies and procedures.
- Assists with the administration of employee benefits program; receives and process benefit related enrollment and change documents; processes COBRA documents; coordinates changes with insurance carriers.
- Assists with processing Worker's Compensation claims and coordinating with Third Party Administrator (TPA).
- Assists with the identification of City-wide training needs and coordination of training programs for human resources and risk management.
- Tabulates, tracks, and summarizes statistics for various human resources and risk management reports and completes various annual reports as assigned.
- Assists in the preparation and monitoring of department budget expenditures.
- Represents the Human Resources Department at meetings and conferences, as assigned; participates on City-wide committees.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Human Resources Analyst I/II**. A typical way of obtaining the required qualifications is to possess:

**Human Resources Analyst I**

One year of responsible para-professional and professional Human Resources experience. Public sector human resources experience is highly desirable. An Associate of Arts degree in business administration, political science or a related field is highly desirable.

**Human Resources Analyst II**

In addition to the above, one year of experience equivalent to that of a Human Resources Analyst I with the City of Lathrop. Human Resources certification received from SHRM or other professional Human Resources organizations is highly desirable.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and skills listed below vary between the I and the II levels.)*

**Knowledge of:**

Principles and practices of public personnel administration; principles, methods and techniques related to public sector recruitment, selection, classification, compensation and benefits administration; applicable federal and state employment laws and regulations; usage of human resources information systems; basic knowledge of California Public Employees' Retirement System, Family and Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave, Americans with Disabilities Act and the Fair Labor Standards Act. Basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Interpret, explain and apply applicable laws, codes, City personnel programs and policies to employees and department managers; interpret and analyze information; coordinate a variety of tasks, activities and assignments; elicit the cooperation of others; use a variety of computer software programs, including NewWorld, NEOGOV, Microsoft Word, Excel and PowerPoint.

**Skill to:**

Preparing clear, concise and complete analysis, proposals, reports and other written materials; maintaining accurate records and meeting critical deadlines; researching and analyzing moderately complex problems, evaluating varied information and data, either in statistical or narrative form, and exercising sound judgment within established guidelines; establishing and maintaining effective working relationships, and working collaboratively with diverse individuals and groups contacted in the course of work.

**Disaster Service Worker:**

All City of Lathrop employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

City of Lathrop Police Department  
Sworn Compensation Plan

In order to recruit and retain employees for the new Lathrop Police Department, the City has identified the following compensation components to be considered during the hiring process. We anticipate this list may be updated later this year once the Lathrop Police Chief has been hired.

Incentive pay is based upon current salary step and range for the employee. The incentive pays are cumulative unless specifically stated.

Pension Plan

The City is currently working with CalPERS to amend the City's CalPERS contract to adopt a new safety plan for the 2.7% @ 57 pension formula for sworn personnel.

Deferred Compensation

For new hires coming from a 3% @ 50 pension plan or 3% @ 55 pension plan, the City will offer the following deferred compensation contribution:

- Chief: \$5,000 per year
- Commander: \$4,000 per year
- Sergeant and Lateral Officer: \$3,000 per year

Education and Police Officer Standards and Training (POST) Certification

The Commission on Peace Officer Standards and Training (POST), through the POST Professional Certificates Unit, awards professional certificates at the following levels: Basic, Intermediate, Advanced, Supervisory, Management, and Executive.

These POST Professional Certificate Programs provide education, training, and support professionalism in law enforcement. Participation in POST training raises the level of competence of law enforcement officers and fosters cooperation between the Commission, Public Safety Departments, and individuals.

Incentive pay for POST certification will be provided as follows:

Officers:

- 2.5% Intermediate Certificate
- 2.5% Advanced Certificate

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**Sergeants:**

- 2.5% Advanced Certificate
- 2.5% Supervisory Certificate

**Commanders:**

- 2.5% Supervisory Certificate
- 2.5% Management Certificate

The City will pay a 2.5% incentive on the existing salary step and range for sworn employees who possess an Associates of Arts degree. The City will pay a 5% incentive on existing salary step and range for sworn employees with a Bachelor’s Degree or higher. A maximum of 5% education incentive will be provided for this benefit.

**Vacation Leave**

Vacation Leave for employees shall accrue as follows:

<b>Years of Service</b>	<b>Hours Per Pay Period</b>	<b>Hours Per Year</b>	<b>Maximum Accrual</b>
0-4	3.08	80	240 hours
5-9	4.61	120	360 hours
10+	6.15	160	480 hours

Newly hired employees who begin employment from August 1, 2021 to December 31, 2022 will accrue vacation leave as follows:

<b>Years of Service at Prior Agency</b>	<b>Hours Per Pay Period</b>	<b>Hours Per Year</b>	<b>Maximum Accrual</b>
0-4	3.08	80	240 hours
5-9	4.61	120	360 hours
10+	6.15	160	480 hours

Vacation accrual increase shall include years of service at prior agency in accordance with the timeframe above. Also within that hiring timeframe, newly hired sworn personnel will be provided an initial vacation bank of 40 hours upon hire.

**Sick Leave**

The City understands there are times when an employee, because of illness or injury, or caring for a family member who is ill or injured, cannot and should not be at work. Sick leave is provided on an accrual basis at eight (8) hours per month.

Sworn employees hired from August 1, 2021 to December 31, 2022 will be provided an initial sick leave bank of 40 hours upon hire.

### Sick Leave Conversion at Retirement

An employee who retires with at least ten (10) years of City service may elect to convert all accrued sick leave to a medical insurance bank. The value of the medical insurance bank shall be determined by multiplying the number of accrued sick leave hours by the employee's hourly rate of pay. The retired employee and his/her dependents shall be entitled to continued insurance coverage, dental and/or vision coverage currently in effect, with premiums for such coverage being deducted from the medical insurance bank until said bank is exhausted. Thereafter, the retiree and his/her dependents may continue to participate in the City's group health plan, at group rates, provided the City receives the retiree's payment for the premium by the 10<sup>th</sup> of each month for the following month's coverage.

Terms of the Policy Agreement with the City's insurance carrier regarding coverage and eligibility shall apply to the retiree and his/her dependents.

### Uniform

The City will provide a uniform allowance of \$1,200 per year.

### Signing Bonus

Sworn personnel hired between August 1, 2021 and December 31, 2022 will receive a cash bonus of \$5,000 upon hire.

### Special Assignment Pay

Sworn personnel assigned to perform special assignments shall receive the following compensation:

- Detective 5%
- School Resource Officer 5%
- Traffic 5%
- Field Training Officer 5%

Canine Officer may receive a stipend of \$600 per month.

### Management Leave

The Chief of Police will receive 120 hours of Management Leave in accordance with City rules. Police Commanders will receive 100 hours of Management Leave in accordance with City rules.

**CITY OF LATHROP  
GRADE-STEP TABLE  
Eff. 07/12/2021**

\*FOR REFERENCE USE ONLY

Adopted Per Resolution No. 21-\_\_\_\_\_

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
20			hourly	\$ 14.60	\$ 15.33	\$ 16.10	\$ 16.90	\$ 17.75
			bi-weekly	1,168	1,226	1,288	1,352	1,420
			monthly	2,531	2,657	2,790	2,930	3,076
			annual	30,368	31,886	33,481	35,155	36,912
21	RECREATION LEADER		hourly	\$ 14.96	\$ 15.71	\$ 16.49	\$ 17.32	\$ 18.18
			bi-weekly	1,197	1,257	1,319	1,385	1,455
			monthly	2,593	2,723	2,859	3,002	3,152
			annual	31,117	32,673	34,306	36,022	37,823
22			hourly	\$ 15.34	\$ 16.11	\$ 16.91	\$ 17.76	\$ 18.65
			bi-weekly	1,227	1,289	1,353	1,421	1,492
			monthly	2,659	2,792	2,931	3,078	3,232
			annual	31,907	33,503	35,178	36,937	38,783
23			hourly	\$ 15.72	\$ 16.51	\$ 17.33	\$ 18.20	\$ 19.11
			bi-weekly	1,258	1,320	1,387	1,456	1,529
			monthly	2,725	2,861	3,004	3,154	3,312
			annual	32,698	34,332	36,049	37,852	39,744
24	SENIOR RECREATION LEADER	SEIU	hourly	\$ 16.11	\$ 16.92	\$ 17.76	\$ 18.65	\$ 19.58
			bi-weekly	1,289	1,353	1,421	1,492	1,567
			monthly	2,792	2,932	3,079	3,233	3,394
			annual	33,509	35,184	36,943	38,791	40,730
25			hourly	\$ 16.52	\$ 17.35	\$ 18.21	\$ 19.12	\$ 20.08
			bi-weekly	1,322	1,388	1,457	1,530	1,606
			monthly	2,863	3,007	3,157	3,315	3,481
			annual	34,362	36,080	37,884	39,778	41,767
26			hourly	\$ 16.93	\$ 17.78	\$ 18.67	\$ 19.60	\$ 20.58
			bi-weekly	1,354	1,422	1,493	1,568	1,646
			monthly	2,935	3,081	3,235	3,397	3,567
			annual	35,214	36,975	38,824	40,765	42,803
27			hourly	\$ 17.35	\$ 18.22	\$ 19.13	\$ 20.08	\$ 21.09
			bi-weekly	1,388	1,457	1,530	1,607	1,687
			monthly	3,007	3,158	3,316	3,481	3,655
			annual	36,088	37,892	39,787	41,776	43,865
28			hourly	\$ 17.79	\$ 18.68	\$ 19.61	\$ 20.59	\$ 21.62
			bi-weekly	1,423	1,494	1,569	1,648	1,730
			monthly	3,084	3,238	3,400	3,570	3,748
			annual	37,003	38,853	40,796	42,836	44,978
29			hourly	\$ 18.23	\$ 19.14	\$ 20.10	\$ 21.10	\$ 22.16
			bi-weekly	1,458	1,531	1,608	1,688	1,773
			monthly	3,160	3,318	3,484	3,658	3,841
			annual	37,918	39,814	41,805	43,895	46,090
30			hourly	\$ 18.69	\$ 19.62	\$ 20.61	\$ 21.64	\$ 22.72
			bi-weekly	1,495	1,570	1,648	1,731	1,817
			monthly	3,240	3,402	3,572	3,750	3,938
			annual	38,875	40,819	42,860	45,003	47,253
31			hourly	\$ 19.15	\$ 20.11	\$ 21.11	\$ 22.17	\$ 23.28
			bi-weekly	1,532	1,609	1,689	1,773	1,862
			monthly	3,319	3,485	3,660	3,843	4,035
			annual	39,832	41,824	43,915	46,111	48,416
32	OFFICE ASSISTANT I	SEIU	hourly	\$ 19.63	\$ 20.61	\$ 21.64	\$ 22.72	\$ 23.86
			bi-weekly	1,570	1,649	1,731	1,818	1,909
			monthly	3,403	3,573	3,751	3,939	4,136
			annual	40,830	42,872	45,016	47,266	49,630
33			hourly	\$ 20.12	\$ 21.13	\$ 22.18	\$ 23.29	\$ 24.46
			bi-weekly	1,610	1,690	1,775	1,863	1,956
			monthly	3,487	3,662	3,845	4,037	4,239
			annual	41,850	43,942	46,139	48,446	50,868
34			hourly	\$ 20.63	\$ 21.66	\$ 22.74	\$ 23.88	\$ 25.08
			bi-weekly	1,650	1,733	1,820	1,911	2,006
			monthly	3,576	3,755	3,942	4,140	4,346
			annual	42,910	45,056	47,309	49,674	52,158

ATTACHMENT " K "



**CITY OF LATHROP  
GRADE-STEP TABLE**

\*FOR REFERENCE USE ONLY

Eff. 07/12/2021

Adopted Per Resolution No. 21-\_\_\_\_\_

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
35	OFFICE ASSISTANT II	SEIU	hourly	\$ 21.14	\$ 22.20	\$ 23.31	\$ 24.47	\$ 25.70
			bi-weekly	1,691	1,776	1,865	1,958	2,056
			monthly	3,664	3,847	4,040	4,242	4,454
			annual	43,971	46,170	48,478	50,902	53,447
36			hourly	\$ 21.67	\$ 22.75	\$ 23.89	\$ 25.09	\$ 26.34
			bi-weekly	1,734	1,820	1,911	2,007	2,107
			monthly	3,756	3,944	4,141	4,348	4,566
			annual	45,074	47,327	49,694	52,178	54,787
37	ANIMAL SERVICES ASSISTANT RECREATION SPECIALIST	SEIU	hourly	\$ 22.21	\$ 23.32	\$ 24.49	\$ 25.71	\$ 27.00
			bi-weekly	1,777	1,866	1,959	2,057	2,160
			monthly	3,850	4,042	4,244	4,457	4,679
			annual	46,197	48,507	50,932	53,479	56,152
38	ACCOUNTING SPECIALIST I WATER METER READER I	SEIU	hourly	\$ 22.77	\$ 23.91	\$ 25.10	\$ 26.36	\$ 27.68
			bi-weekly	1,822	1,913	2,008	2,109	2,214
			monthly	3,947	4,144	4,351	4,569	4,797
			annual	47,362	49,730	52,216	54,827	57,568
39			hourly	\$ 23.34	\$ 24.51	\$ 25.73	\$ 27.02	\$ 28.37
			bi-weekly	1,867	1,961	2,059	2,162	2,270
			monthly	4,046	4,248	4,460	4,683	4,917
			annual	48,547	50,975	53,523	56,199	59,009
40			hourly	\$ 23.92	\$ 25.12	\$ 26.37	\$ 27.69	\$ 29.07
			bi-weekly	1,914	2,009	2,110	2,215	2,326
			monthly	4,146	4,353	4,571	4,800	5,040
			annual	49,754	52,241	54,853	57,596	60,476
41	ADMINISTRATIVE ASSISTANT I UTILITY OPERATOR I MAINTENANCE WORKER I	SEIU	hourly	\$ 24.52	\$ 25.75	\$ 27.03	\$ 28.38	\$ 29.80
			bi-weekly	1,962	2,060	2,163	2,271	2,384
			monthly	4,250	4,463	4,686	4,920	5,166
			annual	51,002	53,552	56,229	59,041	61,993
42	ACCOUNTING SPECIALIST II WATER METER READER II	SEIU	hourly	\$ 25.13	\$ 26.39	\$ 27.71	\$ 29.09	\$ 30.55
			bi-weekly	2,010	2,111	2,216	2,327	2,444
			monthly	4,356	4,574	4,802	5,042	5,295
			annual	52,270	54,884	57,628	60,510	63,535
43	POLICE OFFICER TRAINEE POLICE RECORDS ASSISTANT I	NON-SWORN SEIU	hourly	\$ 25.76	\$ 27.05	\$ 28.40	\$ 29.82	\$ 31.31
			bi-weekly	2,061	2,164	2,272	2,386	2,505
			monthly	4,465	4,688	4,923	5,169	5,427
			annual	53,581	56,260	59,073	62,026	65,128
44	INFORMATION TECHNOLOGY TECHNICIAN	SEIU	hourly	\$ 26.40	\$ 27.72	\$ 29.11	\$ 30.56	\$ 32.09
			bi-weekly	2,112	2,218	2,328	2,445	2,567
			monthly	4,576	4,805	5,045	5,297	5,562
			annual	54,912	57,658	60,540	63,568	66,746
45	ADMINISTRATIVE ASSISTANT II RECREATION COORDINATOR UTILITY OPERATOR II MAINTENANCE WORKER II	SEIU	hourly	\$ 27.07	\$ 28.42	\$ 29.84	\$ 31.34	\$ 32.90
			bi-weekly	2,166	2,274	2,388	2,507	2,632
			monthly	4,692	4,927	5,173	5,432	5,703
			annual	56,306	59,121	62,077	65,181	68,440
46	POLICE RECORDS ASSISTANT II	SEIU	hourly	\$ 27.74	\$ 29.13	\$ 30.58	\$ 32.11	\$ 33.72
			bi-weekly	2,219	2,330	2,447	2,569	2,697
			monthly	4,808	5,049	5,301	5,566	5,844
			annual	57,699	60,584	63,613	66,794	70,134
47	PERMIT TECHNICIAN ADMINISTRATIVE TECHNICIAN I ADMINISTRATIVE ASSISTANT III	SEIU	hourly	\$ 28.44	\$ 29.86	\$ 31.36	\$ 32.92	\$ 34.57
			bi-weekly	2,275	2,389	2,508	2,634	2,766
			monthly	4,930	5,176	5,435	5,707	5,992
			annual	59,155	62,113	65,219	68,480	71,904
48	MAINTENANCE WORKER III SOLID WASTE&RESOURCE CONSERV. COORD.	SEIU	hourly	\$ 29.15	\$ 30.61	\$ 32.14	\$ 33.74	\$ 35.43
			bi-weekly	2,332	2,449	2,571	2,700	2,835
			monthly	5,053	5,305	5,571	5,849	6,142
			annual	60,632	63,664	66,847	70,189	73,699
49	ACCOUNTING TECHNICIAN	SEIU	hourly	\$ 29.87	\$ 31.36	\$ 32.93	\$ 34.58	\$ 36.31
			bi-weekly	2,390	2,509	2,635	2,766	2,905
			monthly	5,177	5,436	5,708	5,994	6,293
			annual	62,130	65,236	68,498	71,923	75,519

**CITY OF LATHROP  
GRADE-STEP TABLE**

\*FOR REFERENCE USE ONLY

Eff. 07/12/2021

Adopted Per Resolution No. 21- \_\_\_\_\_

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
50	ENGINEERING TECHNICIAN I	SEIU	hourly	\$ 30.62	\$ 32.15	\$ 33.76	\$ 35.45	\$ 37.22
			bi-weekly	2,450	2,572	2,701	2,836	2,978
			monthly	5,307	5,573	5,851	6,144	6,451
			annual	63,690	66,874	70,218	73,729	77,415
51	CRIME & INTELLIGENCE ANALYST SENIOR ADMINISTRATIVE ASSISTANT ADMINISTRATIVE TECHNICIAN II	SEIU	hourly	\$ 31.39	\$ 32.96	\$ 34.61	\$ 36.34	\$ 38.15
			bi-weekly	2,511	2,637	2,769	2,907	3,052
		LMCEA	monthly	5,441	5,713	5,999	6,299	6,613
			annual	65,291	68,556	71,984	75,583	79,362
52	ACCOUNTANT I BUILDING INSPECTOR I COMMUNITY SERVICE OFFICER I HR ANALYST I	SEIU	hourly	\$ 32.17	\$ 33.78	\$ 35.47	\$ 37.24	\$ 39.10
			bi-weekly	2,574	2,702	2,837	2,979	3,128
		LMCEA	monthly	5,576	5,855	6,148	6,455	6,778
			annual	66,914	70,259	73,772	77,461	81,334
53	CONSTRUCTION INSPECTOR I POLICE RECORDS SUPERVISOR LEGAL SECRETARY	SEIU	hourly	\$ 32.98	\$ 34.63	\$ 36.36	\$ 38.18	\$ 40.09
			bi-weekly	2,638	2,770	2,909	3,054	3,207
		EXEMPT	monthly	5,717	6,002	6,302	6,618	6,948
			annual	68,598	72,028	75,630	79,411	83,382
54	ENGINEERING TECHNICIAN II EXECUTIVE ASSISTANT	SEIU	hourly	\$ 33.80	\$ 35.49	\$ 37.26	\$ 39.13	\$ 41.08
			bi-weekly	2,704	2,839	2,981	3,130	3,287
		LMCEA	monthly	5,859	6,152	6,459	6,782	7,121
			annual	70,304	73,819	77,510	81,386	85,455
55	ASSISTANT PLANNER BUILDING INSPECTOR II COMMUNITY SERVICE OFFICER II SENIOR ACCOUNTING TECHNICIAN	SEIU	hourly	\$ 34.65	\$ 36.38	\$ 38.20	\$ 40.11	\$ 42.12
			bi-weekly	2,772	2,911	3,056	3,209	3,369
		SEIU	monthly	6,006	6,306	6,622	6,953	7,300
			annual	72,072	75,676	79,459	83,432	87,604
56	ACCOUNTANT II MANAGEMENT ANALYST I (CONFIDENTIAL) DEPUTY CITY CLERK HR ANALYST II	SEIU	hourly	\$ 35.51	\$ 37.29	\$ 39.15	\$ 41.11	\$ 43.16
			bi-weekly	2,841	2,983	3,132	3,289	3,453
		LMCEA	monthly	6,155	6,463	6,786	7,125	7,482
			annual	73,861	77,554	81,432	85,503	89,778
57	CONSTRUCTION INSPECTOR II LEGAL ASSISTANT PARKS & RECREATION SUPERVISOR	SEIU	hourly	\$ 36.40	\$ 38.22	\$ 40.13	\$ 42.14	\$ 44.24
			bi-weekly	2,912	3,058	3,210	3,371	3,540
		EXEMPT	monthly	6,309	6,625	6,956	7,304	7,669
			annual	75,712	79,498	83,472	87,646	92,028
58	ASSOCIATE PLANNER JUNIOR ENGINEER SENIOR ENGINEERING TECHNICIAN	SEIU	hourly	\$ 37.31	\$ 39.18	\$ 41.13	\$ 43.19	\$ 45.35
			bi-weekly	2,985	3,134	3,291	3,455	3,628
		SEIU	monthly	6,467	6,790	7,130	7,486	7,861
			annual	77,605	81,485	85,559	89,837	94,329
59	BUILDING INSPECTOR III CHIEF UTILITY OPERATOR COMMUNITY SERVICE OFFICER III UTILITY OPERATOR III MAINTENANCE SERVICES SUPERVISOR	SEIU	hourly	\$ 38.24	\$ 40.15	\$ 42.16	\$ 44.27	\$ 46.48
			bi-weekly	3,059	3,212	3,373	3,541	3,718
		SEIU	monthly	6,628	6,960	7,308	7,673	8,057
			annual	79,539	83,516	87,692	92,077	96,680
60	EXECUTIVE ASSISTANT TO THE CITY MANAGER HUMAN RESOURCES MANAGER MANAGEMENT ANALYST II (CONFIDENTIAL) INFORMATION TECHNOLOGY ENGINEER I	LMCEA	hourly	\$ 39.20	\$ 41.16	\$ 43.22	\$ 45.38	\$ 47.65
			bi-weekly	3,136	3,293	3,457	3,630	3,812
		EXEMPT	monthly	6,795	7,134	7,491	7,866	8,259
			annual	81,536	85,613	89,893	94,388	99,108
61	POLICE SERVICES MANAGER CONSTRUCTION INSPECTOR III UTILITY MAINTENANCE SUPERVISOR	LMCEA	hourly	\$ 40.18	\$ 42.19	\$ 44.30	\$ 46.51	\$ 48.84
			bi-weekly	3,214	3,375	3,544	3,721	3,907
		LMCEA	monthly	6,965	7,313	7,678	8,062	8,465
			annual	83,574	87,753	92,141	96,748	101,585
62	WASTEWATER TREATMENT PLANT SUPERVISOR	LMCEA	hourly	\$ 41.18	\$ 43.24	\$ 45.40	\$ 47.67	\$ 50.05
			bi-weekly	3,294	3,459	3,632	3,814	4,004
			monthly	7,138	7,495	7,869	8,263	8,676
			annual	85,654	89,937	94,434	99,156	104,113
63	SENIOR BUILDING INSPECTOR	SEIU	hourly	\$ 42.21	\$ 44.32	\$ 46.54	\$ 48.86	\$ 51.31
			bi-weekly	3,377	3,546	3,723	3,909	4,105
			monthly	7,316	7,682	8,066	8,470	8,893
			annual	87,797	92,187	96,796	101,636	106,718

**CITY OF LATHROP  
GRADE-STEP TABLE  
Eff. 07/12/2021**

\*FOR REFERENCE USE ONLY

Adopted Per Resolution No. 21-\_\_\_\_\_

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
64	ANIMAL SERVICES MANAGER	LMCEA	hourly	\$ 43.27	\$ 45.43	\$ 47.71	\$ 50.09	\$ 52.59
	ASSISTANT ENGINEER	SEIU	bi-weekly	3,462	3,635	3,816	4,007	4,208
	PARKS AND RECREATION ADMINISTRATOR	SEIU	monthly	7,500	7,875	8,269	8,682	9,116
			annual	90,002	94,502	99,227	104,188	109,398
65	BUDGET MANAGER	LMCEA	hourly	\$ 44.35	\$ 46.57	\$ 48.90	\$ 51.34	\$ 53.91
	SENIOR ACCOUNTANT	LMCEA	bi-weekly	3,548	3,725	3,912	4,107	4,313
	POLICE OFFICER	SWORN	monthly	7,687	8,072	8,475	8,899	9,344
			annual	92,248	96,860	101,703	106,789	112,128
66			hourly	\$ 45.46	\$ 47.73	\$ 50.12	\$ 52.63	\$ 55.26
			bi-weekly	3,637	3,819	4,010	4,210	4,421
			monthly	7,880	8,274	8,687	9,122	9,578
			annual	94,557	99,285	104,249	109,461	114,934
67	COMMUNITY SERVICES SUPERVISOR	LMCEA	hourly	\$ 46.59	\$ 48.92	\$ 51.37	\$ 53.93	\$ 56.63
	INFORMATION TECHNOLOGY ENGINEER II	LMCEA	bi-weekly	3,727	3,914	4,109	4,315	4,530
	SENIOR PLANNER	LMCEA	monthly	8,076	8,479	8,903	9,349	9,816
	SENIOR MANAGEMENT ANALYST	LMCEA	annual	96,907	101,753	106,840	112,182	117,791
	SPECIAL DISTRICTS MANAGER	LMCEA						
68	PERMIT AND PLAN CHECK SUPERVISOR	LMCEA	hourly	\$ 47.76	\$ 50.15	\$ 52.66	\$ 55.29	\$ 58.05
			bi-weekly	3,821	4,012	4,212	4,423	4,644
			monthly	8,278	8,692	9,127	9,583	10,062
			annual	99,341	104,308	109,523	114,999	120,749
69	UTILITY PLANT SUPERVISOR	LMCEA	hourly	\$ 48.95	\$ 51.40	\$ 53.97	\$ 56.67	\$ 59.50
			bi-weekly	3,916	4,112	4,317	4,533	4,760
			monthly	8,485	8,909	9,354	9,822	10,313
			annual	101,816	106,907	112,252	117,865	123,758
70	ASSOCIATE ENGINEER	SEIU	hourly	\$ 50.18	\$ 52.69	\$ 55.32	\$ 58.09	\$ 60.99
			bi-weekly	4,014	4,215	4,426	4,647	4,880
			monthly	8,698	9,133	9,589	10,069	10,572
			annual	104,374	109,593	115,073	120,826	126,868
71	PARKS AND RECREATION SUPERINTENDENT	LMCEA	hourly	\$ 51.43	\$ 54.00	\$ 56.70	\$ 59.54	\$ 62.51
	INFORMATION TECHNOLOGY ENGINEER III	LMCEA	bi-weekly	4,114	4,320	4,536	4,763	5,001
			monthly	8,915	9,360	9,828	10,320	10,836
			annual	106,974	112,323	117,939	123,836	130,028
72	PRINCIPAL PLANNER	LMCEA	hourly	\$ 52.72	\$ 55.36	\$ 58.12	\$ 61.03	\$ 64.08
	POLICE SERGEANT	SWORN	bi-weekly	4,218	4,428	4,650	4,882	5,127
			monthly	9,138	9,595	10,075	10,579	11,107
			annual	109,658	115,140	120,898	126,942	133,289
73	ASSISTANT CHIEF BUILDING OFFICIAL	LMCEA	hourly	\$ 54.04	\$ 56.74	\$ 59.58	\$ 62.56	\$ 65.69
			bi-weekly	4,323	4,539	4,766	5,005	5,255
			monthly	9,367	9,835	10,327	10,843	11,386
			annual	112,403	118,023	123,925	130,121	136,627
74	CITY CLERK	EXEMPT	hourly	\$ 55.39	\$ 58.16	\$ 61.07	\$ 64.12	\$ 67.33
	SENIOR CIVIL ENGINEER	LMCEA	bi-weekly	4,431	4,653	4,885	5,130	5,386
	SENIOR ENGINEER	LMCEA	monthly	9,601	10,081	10,585	11,114	11,670
	FINANCE MANAGER	LMCEA	annual	115,211	120,972	127,020	133,371	140,040
75			hourly	\$ 56.77	\$ 59.61	\$ 62.59	\$ 65.72	\$ 69.00
			bi-weekly	4,542	4,769	5,007	5,257	5,520
			monthly	9,840	10,332	10,849	11,391	11,961
			annual	118,082	123,986	130,185	136,694	143,529
76	ACCOUNTING MANAGER	LMCEA	hourly	\$ 58.19	\$ 61.10	\$ 64.15	\$ 67.36	\$ 70.73
	CONSTRUCTION SUPERINTENDENT	LMCEA	bi-weekly	4,655	4,888	5,132	5,389	5,658
	DEPUTY DIRECTOR OF PARKS, REC & MAINT SERVICES	LMCEA	monthly	10,086	10,591	11,120	11,676	12,260
	PARKS PROJECT MANAGER	LMCEA	annual	121,035	127,087	133,441	140,113	147,119
	PROJECTS MANAGER	LMCEA						
UTILITY OPERATIONS SUPERINTENDENT	LMCEA							
77	ASSISTANT CITY ATTORNEY	EXEMPT	hourly	\$ 59.64	\$ 62.62	\$ 65.75	\$ 69.04	\$ 72.49
	CHIEF BUILDING OFFICIAL	EXEMPT	bi-weekly	4,771	5,010	5,260	5,523	5,799
			monthly	10,338	10,854	11,397	11,967	12,565
			annual	124,051	130,254	136,766	143,605	150,785

**CITY OF LATHROP  
GRADE-STEP TABLE**

\*FOR REFERENCE USE ONLY

Eff. 07/12/2021

Adopted Per Resolution No. 21- \_\_\_\_\_

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	
78	DEPUTY FINANCE DIRECTOR	LMCEA	hourly	\$ 61.14	\$ 64.20	\$ 67.41	\$ 70.78	\$ 74.32	
			bi-weekly	4,891	5,136	5,393	5,662	5,945	
			monthly	10,598	11,127	11,684	12,268	12,881	
			annual	127,171	133,530	140,206	147,217	154,577	
79	ECONOMIC DEVELOPMENT ADMINISTRATOR LAND DEVELOPMENT MANAGER	LMCEA	hourly	\$ 62.66	\$ 65.79	\$ 69.08	\$ 72.54	\$ 76.16	
		LMCEA	bi-weekly	5,013	5,263	5,527	5,803	6,093	
			monthly	10,861	11,404	11,974	12,573	13,202	
			annual	130,333	136,849	143,692	150,877	158,420	
80	ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR CHIEF PLANNING OFFICIAL PRINCIPAL ENGINEER	LMCEA	hourly	\$ 64.23	\$ 67.44	\$ 70.81	\$ 74.35	\$ 78.07	
		LMCEA	bi-weekly	5,138	5,395	5,665	5,948	6,246	
		LMCEA	monthly	11,133	11,690	12,274	12,888	13,532	
			annual	133,598	140,278	147,292	154,657	162,390	
81	SENIOR CONSTRUCTION MANAGER CHIEF INFORMATION OFFICER	LMCEA	hourly	\$ 65.84	\$ 69.13	\$ 72.59	\$ 76.22	\$ 80.03	
		EXEMPT	bi-weekly	5,267	5,531	5,807	6,097	6,402	
			monthly	11,412	11,983	12,582	13,211	13,872	
			annual	136,947	143,795	150,984	158,534	166,460	
82	ASSISTANT PUBLIC WORKS DIRECTOR POLICE COMMANDER	LMCEA	hourly	\$ 67.48	\$ 70.85	\$ 74.40	\$ 78.12	\$ 82.02	
		SWORN	bi-weekly	5,398	5,668	5,952	6,249	6,562	
			monthly	11,697	12,281	12,895	13,540	14,217	
			annual	140,358	147,376	154,745	162,482	170,607	
83			hourly	\$ 69.17	\$ 72.63	\$ 76.26	\$ 80.07	\$ 84.08	
			bi-weekly	5,534	5,810	6,101	6,406	6,726	
			monthly	11,989	12,589	13,218	13,879	14,573	
			annual	143,874	151,067	158,621	166,552	174,879	
84			hourly	\$ 70.90	\$ 74.45	\$ 78.17	\$ 82.08	\$ 86.18	
			bi-weekly	5,672	5,956	6,253	6,566	6,894	
			monthly	12,289	12,904	13,549	14,226	14,938	
			annual	147,472	154,846	162,588	170,717	179,253	
85	DIRECTOR OF HUMAN RESOURCES DIRECTOR OF PARKS, RECREATION & MAINT SERVICES DIRECTOR OF GOVERNMENT SERVICES/CITY CLERK	EXEMPT	hourly	\$ 72.67	\$ 76.30	\$ 80.12	\$ 84.12	\$ 88.33	
		EXEMPT	bi-weekly	5,814	6,104	6,409	6,730	7,066	
		EXEMPT	monthly	12,596	13,226	13,887	14,582	15,311	
			annual	151,154	158,711	166,647	174,979	183,728	
86			hourly	\$ 74.49	\$ 78.21	\$ 82.13	\$ 86.23	\$ 90.54	
			bi-weekly	5,959	6,257	6,570	6,899	7,243	
			monthly	12,912	13,557	14,235	14,947	15,694	
			annual	154,939	162,686	170,820	179,361	188,330	
87	DEPUTY CITY MANAGER/DIRECTOR OF PUBLIC WORKS DIRECTOR OF FINANCE	EXEMPT	hourly	\$ 76.35	\$ 80.17	\$ 84.18	\$ 88.38	\$ 92.80	
		EXEMPT	bi-weekly	6,108	6,413	6,734	7,071	7,424	
			monthly	13,234	13,896	14,590	15,320	16,086	
			annual	158,808	166,748	175,086	183,840	193,032	
88	DIRECTOR OF COMMUNITY DEVELOPMENT DIRECTOR OF PUBLIC WORKS	EXEMPT	hourly	\$ 78.26	\$ 82.17	\$ 86.28	\$ 90.60	\$ 95.13	
		EXEMPT	bi-weekly	6,261	6,574	6,903	7,248	7,610	
			monthly	13,565	14,243	14,955	15,703	16,488	
			annual	162,781	170,920	179,466	188,439	197,861	
89	CITY ENGINEER	EXEMPT	hourly	\$ 80.22	\$ 84.23	\$ 88.44	\$ 92.86	\$ 97.51	
			bi-weekly	6,418	6,738	7,075	7,429	7,801	
			monthly	13,905	14,600	15,330	16,097	16,901	
			annual	166,858	175,200	183,961	193,159	202,816	
90			hourly	\$ 82.22	\$ 86.33	\$ 90.65	\$ 95.18	\$ 99.94	
				bi-weekly	6,578	6,906	7,252	7,614	7,995
				monthly	14,251	14,964	15,712	16,498	17,323
				annual	171,018	179,568	188,547	197,974	207,873
91	ASSISTANT CITY MANAGER	EXEMPT	hourly	\$ 84.28	\$ 88.49	\$ 92.92	\$ 97.56	\$ 102.44	
			bi-weekly	6,742	7,080	7,433	7,805	8,195	
			monthly	14,609	15,339	16,106	16,911	17,757	
			annual	175,302	184,068	193,271	202,934	213,081	
92			hourly	\$ 86.39	\$ 90.71	\$ 95.24	\$ 100.00	\$ 105.00	
				bi-weekly	6,911	7,257	7,619	8,000	8,400
				monthly	14,974	15,722	16,509	17,334	18,201
				annual	179,685	188,669	198,103	208,008	218,408

**CITY OF LATHROP  
GRADE-STEP TABLE  
Eff. 07/12/2021**

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Adopted Per Resolution No. 21- \_\_\_\_\_

GRADE	CLASSIFICATION	UNIT		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
93			hourly	\$ 88.55	\$ 92.97	\$ 97.62	\$ 102.50	\$ 107.63
			bi-weekly	7,084	7,438	7,810	8,200	8,610
			monthly	15,348	16,115	16,921	17,767	18,656
			annual	184,177	193,386	203,055	213,208	223,868
94	POLICE CHIEF	EXEMPT	hourly	\$ 90.76	\$ 95.30	\$ 100.06	\$ 105.07	\$ 110.32
			bi-weekly	7,261	7,624	8,005	8,405	8,826
			monthly	15,732	16,518	17,344	18,212	19,122
			annual	188,782	198,221	208,132	218,538	229,465
95			hourly	\$ 93.03	\$ 97.68	\$ 102.56	\$ 107.69	\$ 113.08
			bi-weekly	7,442	7,814	8,205	8,615	9,046
			monthly	16,125	16,931	17,778	18,667	19,600
			annual	193,501	203,176	213,335	224,002	235,202
96			hourly	\$ 95.36	\$ 100.12	\$ 105.13	\$ 110.39	\$ 115.90
			bi-weekly	7,628	8,010	8,410	8,831	9,272
			monthly	16,528	17,355	18,222	19,133	20,090
			annual	198,339	208,256	218,668	229,602	241,082

CONTRACT								
	CITY ATTORNEY	EXEMPT	annual	\$ 227,302				
	CITY MANAGER	EXEMPT	annual	\$ 241,634				

**Changes**

Added:

- Police Commander Grade 82
- Police Sergeant Grade 72
- Police Officer Grade 65
- Police Officer Trainee (non-sworn) Grade 43
- Police Records Supervisor Grade 46
- Police Records Assistant II Grade 46
- Police Records Assistant I Grade 43
- HR Analyst I Grade 52
- HR Analyst II Grade 56

**Budget for Fiscal Year 21/22 - 22/23**

	2021/22 Proposed	2021/22 Amended 7/12/21	2022/23 Proposed	2022/23 Amended 7/12/21
<b>CITY ATTORNEY</b>				
City Attorney				
Administrative Assistant I/II/III	1.00	1.00	1.00	1.00
City Attorney	1.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	1.00	1.00
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>CITY ATTORNEY - Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>CITY CLERK</b>				
City Clerk				
Deputy City Clerk	1.00	1.00	1.00	1.00
Director of Government Services/City Clerk	0.50	0.50	0.50	0.50
<b>Total</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>
<b>CITY CLERK - Total</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>
<b>CITY MANAGER</b>				
City Manager				
City Engineer	0.15	0.15	0.15	0.15
City Manager	1.00	1.00	1.00	1.00
Director of Government Services/City Clerk	0.50	0.50	0.50	0.50
Economic Development Administrator	1.00	1.00	1.00	1.00
<b>Total</b>	<b>2.65</b>	<b>2.65</b>	<b>2.65</b>	<b>2.65</b>
<b>CITY MANAGER - Total</b>	<b>2.65</b>	<b>2.65</b>	<b>2.65</b>	<b>2.65</b>
<b>COMMUNITY DEVELOPMENT</b>				
Planning				
Administrative Assistant I/II/III	0.33	0.33	0.33	0.33
Associate Planner	1.00	1.00	1.00	1.00
Director of Community Development	1.00	1.00	1.00	1.00
Principal Planner	1.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	1.00	1.00
<b>Total</b>	<b>4.33</b>	<b>4.33</b>	<b>4.33</b>	<b>4.33</b>
<b>COMMUNITY DEVELOPMENT - Total</b>	<b>4.33</b>	<b>4.33</b>	<b>4.33</b>	<b>4.33</b>
<b>FINANCE</b>				
Finance				
Accountant I/II	1.00	2.00	1.00	2.00
Accounting Manager	1.00	1.00	1.00	1.00
Accounting Specialist I/II/Technician	5.00	5.00	5.00	5.00
Administrative Technician I/II	1.00	1.00	1.00	1.00
Deputy Finance Director	1.00	1.00	1.00	1.00
Director of Finance	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00
Management Analyst I/II	0.50	0.50	0.50	0.50
Senior Administrative Assistant	1.00	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00	1.00
<b>Total</b>	<b>13.50</b>	<b>14.50</b>	<b>13.50</b>	<b>14.50</b>
<b>FINANCE - Total</b>	<b>13.50</b>	<b>14.50</b>	<b>13.50</b>	<b>14.50</b>

Budget for Fiscal Year 21/22 - 22/23



	2021/22 Proposed	2021/22 Amended 7/12/21	2022/23 Proposed	2022/23 Amended 7/12/21
<b>HUMAN RESOURCES</b>				
Human Resources				
Human Resources Director	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
HR Analyst I/II	0.00	1.00	0.00	1.00
<b>Total</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>
<b>HUMAN RESOURCES - Total</b>	<b>2.00</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>
<b>INFORMATION TECHNOLOGY</b>				
Information Technology				
Administrative Assistant I/II/III	0.50	0.50	0.50	0.50
Chief Information Officer	1.00	1.00	1.00	1.00
Information Technology Engineer I/II/III	3.00	4.00	3.00	5.00
<b>Total</b>	<b>4.50</b>	<b>5.50</b>	<b>4.50</b>	<b>6.50</b>
<b>INFORMATION TECHNOLOGY - Total</b>	<b>4.50</b>	<b>5.50</b>	<b>4.50</b>	<b>6.50</b>
<b>POLICE DEPARTMENT</b>				
Sworn				
Police Chief	1.00	1.00	1.00	1.00
Police Commander	2.00	2.00	2.00	2.00
Police Detective	2.00	2.00	1.00	1.00
Police Officer	22.00	22.00	18.50	18.50
Police Sergeant	6.00	6.00	5.00	5.00
<b>Total</b>	<b>33.00</b>	<b>33.00</b>	<b>27.50</b>	<b>27.50</b>
Non-Sworn				
Crime & Intelligence Analyst	0.00	1.00	0.00	1.00
Police Records Assistant I/II	0.00	2.00	0.00	2.00
Police Records Supervisor	0.00	1.00	0.00	1.00
<b>Total</b>	<b>0.00</b>	<b>4.00</b>	<b>0.00</b>	<b>4.00</b>
Administration				
Management Analyst I/II	0.00	0.00	1.00	1.00
Police Office Manager	0.00	0.00	1.00	1.00
Senior Administrative Assistant	0.00	0.00	1.00	1.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>3.00</b>	<b>3.00</b>
Community Services Division				
Community Services Supervisor	1.00	1.00	1.00	1.00
Community Services Officer I/II/III	3.00	5.00	3.00	5.00
Administrative Assistant I/II/III	0.50	0.50	0.50	0.50
Animal Services Assistant	1.00	1.00	1.00	1.00
<b>Total</b>	<b>5.50</b>	<b>7.50</b>	<b>5.50</b>	<b>7.50</b>
<b>POLICE DEPARTMENT - Total</b>	<b>38.50</b>	<b>44.50</b>	<b>36.00</b>	<b>42.00</b>
<b>MEASURE C</b>				
Facility Attendant	0.00	0.00	0.00	0.00
Administrative Assistant I/II/III	1.00	1.00	1.00	1.00
Parks and Recreation Superintendent	0.00	0.00	0.00	0.00
Senior Facility Attendant	0.00	0.00	0.00	0.00
Senior Recreation Leader	1.00	1.00	1.00	1.00

**Cari James:**  
5.5 Officers  
included in  
Measure C  
Essential City



Budget for Fiscal Year 21/22 - 22/23

	2021/22 Proposed	2021/22 Amended 7/12/21	2022/23 Proposed	2022/23 Amended 7/12/21
<b>Total</b>	<b>3.90</b>	<b>3.90</b>	<b>3.90</b>	<b>3.90</b>
<b>Essential City Services - Contract Staff</b>				
Deputy Sheriff II	1.00	1.00	0.00	0.00
Deputy Sheriff II for Community Impact	1.00	1.00	0.00	0.00
Deputy Sheriff II for Investigations	1.00	1.00	0.00	0.00
Deputy Sheriff II for School Resource Off	1.00	1.00	0.00	0.00
Deputy Sheriff II Patrol	0.50	0.50	0.00	0.00
Sergeant to serve as Supervisor	1.00	1.00	0.00	0.00
<b>Total</b>	<b>5.50</b>	<b>5.50</b>	<b>0.00</b>	<b>0.00</b>
<b>Essential City Services - Police Department</b>				
Police Detective	0.00	0.00	1.00	1.00
Police Officer	0.00	0.00	3.50	3.50
Police Sergeant	0.00	0.00	1.00	1.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>5.50</b>	<b>5.50</b>
<b>Lathrop Manteca Fire District</b>				
Battalion Chiefs	1.98	1.98	1.98	1.98
Firefighters/Engineers	6.00	6.00	6.00	6.00
<b>Total</b>	<b>7.98</b>	<b>7.98</b>	<b>7.98</b>	<b>7.98</b>
<b>MEASURE C - Total</b>	<b>17.38</b>	<b>17.38</b>	<b>17.38</b>	<b>17.38</b>
<b>PARKS, RECREATION AND MAINTENANCE SERVICES</b>				
<b>Parks and Recreation</b>				
Administrative Assistant I/II/III	1.00	1.00	1.00	1.00
Facility Attendant	0.00	0.00	0.00	0.00
Management Analyst I/II	1.25	1.25	1.25	1.25
Recreation Coordinator	3.00	3.00	3.00	3.00
Recreation Leaders	8.55	8.55	8.55	8.55
Recreation Supervisor	1.00	1.00	1.00	1.00
Senior Recreation Leaders	3.35	3.35	4.35	4.35
<b>Total</b>	<b>19.15</b>	<b>19.15</b>	<b>20.15</b>	<b>20.15</b>
<b>Maintenance Services</b>				
Maintenance Services Supervisor	1.00	1.00	1.00	1.00
Maintenance Worker I/II/III	9.00	9.00	9.00	9.00
<b>Total</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
<b>PARKS, RECREATION AND MAINTENANCE SERVICES - Total</b>	<b>29.15</b>	<b>29.15</b>	<b>30.15</b>	<b>30.15</b>
<b>PUBLIC SAFETY</b>				
<b>Administration</b>				
Management Analyst I/II	1.00	1.00	0.00	0.00
Police Office Manager	1.00	1.00	0.00	0.00
Senior Administrative Assistant	1.00	1.00	0.00	0.00



Budget for Fiscal Year 21/22 - 22/23

	2021/22 Proposed	2021/22 Amended 7/12/21	2022/23 Proposed	2022/23 Amended 7/12/21
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Contract Staff</b>				
Chief of Police	1.00	1.00	0.00	0.00
Deputy Sheriff II for Com Resource Off	1.00	1.00	0.00	0.00
Deputy Sheriff II for Investigations	1.00	1.00	0.00	0.00
Deputy Sheriff II for Patrol	16.50	16.50	0.00	0.00
Deputy Sheriff II for School Resource Off	1.00	1.00	0.00	0.00
Lieutenant to serve as Supervisor	1.00	1.00	0.00	0.00
Sergeant to serve as Supervisor	1.00	1.00	0.00	0.00
<b>Total</b>	<b>22.50</b>	<b>22.50</b>	<b>0.00</b>	<b>0.00</b>
*Included in Police Department				
<b>PUBLIC SAFETY - Total</b>	<b>25.50</b>	<b>25.50</b>	<b>0.00</b>	<b>0.00</b>
<b>PUBLIC WORKS</b>				
<b>Building</b>				
Administrative Assistant I/II/III	0.33	0.33	0.33	0.33
Building Inspector I/II/III	2.00	2.00	2.00	2.00
Chief Building Official	1.00	1.00	1.00	1.00
Permit and Plan Check Supervisor	1.00	1.00	1.00	1.00
Permit Technician	2.00	2.00	2.00	2.00
<b>Total</b>	<b>6.33</b>	<b>6.33</b>	<b>6.33</b>	<b>6.33</b>
*moved to Police Department - Community Services Division				
<b>Public Works</b>				
Administrative Assistant I/II	2.34	2.34	2.34	2.34
Assistant Engineer	1.00	1.00	1.00	1.00
Associate Engineer	1.00	1.00	1.00	1.00
City Engineer	0.85	0.85	0.85	0.85
Construction Inspector I/II	2.00	2.00	2.00	2.00
Construction Inspector III	1.00	1.00	1.00	1.00
Construction Superintendent	1.00	1.00	1.00	1.00
Development Manager	1.00	1.00	1.00	1.00
Director of Public Works	1.00	1.00	1.00	1.00
Maintenance Worker III	0.00	0.00	0.00	0.00
Management Analyst I/II	0.25	0.25	0.25	0.25
Principal Engineer	0.00	0.00	0.00	0.00
Public Works Superintendent	1.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	1.00	1.00
Senior Construction Inspector	0.00	0.00	0.00	0.00
Senior Management Analyst	0.00	0.00	0.00	0.00
Utility Operator I/II/III	5.00	5.00	5.00	5.00
Water Treatment Plant Manager	1.00	1.00	1.00	1.00
<b>Total</b>	<b>23.44</b>	<b>23.44</b>	<b>23.44</b>	<b>23.44</b>
<b>PUBLIC WORKS - Total</b>	<b>29.77</b>	<b>29.77</b>	<b>29.77</b>	<b>29.77</b>
<b>Grand Total</b>	<b>171.78</b>	<b>180.78</b>	<b>144.78</b>	<b>154.78</b>
<b>Total City Staff Positions</b>	<b>135.80</b>	<b>144.80</b>	<b>136.80</b>	<b>146.80</b>
<b>Total Contractual Positions</b>	<b>35.98</b>	<b>35.98</b>	<b>7.98</b>	<b>7.98</b>
<b>Total Funded Positions</b>	<b>171.78</b>	<b>180.78</b>	<b>144.78</b>	<b>154.78</b>

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