

**CITY OF GLENDALE
INTERDEPARTMENTAL COMMUNICATION**

DATE: April 10, 2024

TO: Members of the Civil Service Commission

FROM: Paula Adams, Chief Human Resources Officer

BY: Russ Quan, Senior Human Resources Analyst

**SUBJECT: Revised Class Specification Series for Approval – Public
Safety Business Management**

BACKGROUND

Attached for your approval is the revised class specification for the Public Safety Business Management Series, which was last updated in 2012.

The Public Safety Business Management series is a non-sworn management class specification series that consists of positions that provide professional level administrative, budgetary, or financial support to the Police or Fire Department.

The Police Department has requested to revised this class specification series to establish and include the position of Senior Public Safety Specialist. The Senior Public Safety Business Specialist is a position that will provide support to the Training Bureau of the Police Department. This position will be responsible for completing complex projects and reports relating to overseeing the training requirements for the police officers in the Department. This position will be responsible for preparing for the annual audit from the California Commission on Peace Officer Standards and Training (POST) to ensure that the Police Department is in compliance with the POST training and hiring requirements.

In addition to including the Senior Public Safety Business Specialist position, the Police Department is requesting to revise the duties for the Public Safety Business Coordinator position. The requested duties will reflect the needs of the Police Department. While there is not a current vacancy for this position, the Department would like to update the duties for the Coordinator position in the event that this position is budgeted for in the near future.

The Glendale Management Association (GMA) has been given an opportunity to review the class specification, and has not expressed any concerns at the time of this agenda's posting.

ACTION

That the proposed revised class specification for the Public Safety Business Management series be approved as submitted.



PUBLIC SAFETY BUSINESS MANAGEMENT SERIES

- Public Safety Business Specialist
- Senior Public Safety Business Specialist
- Public Safety Business Coordinator
- Public Safety Business Administrator

DEFINITION

Under the general direction of senior management, these non-sworn management classifications provide professional level administrative, budgetary and financial support to the Police or Fire Department.

ESSENTIAL FUNCTIONS

All classifications may perform the following essential duties:

Ensures Department services are provided with the highest customer service and ethical standards.

Prepares and reviews reports for presentation to the City Council, Fire or Police Chief, City Manager, and community groups or organizations.

Initiates letters, memos, requisitions, budget forms, and personnel transactions forms.

Keeps abreast of Department rules, regulations, policies, procedures, and current and emerging trends and practices in all aspects of the fire service or law enforcement.

May review and evaluate employee's job performance and recommend appropriate personnel action.

May drive on City business as necessary.

Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner.

Performs other related duties as assigned or as the situation requires.

MINIMUM REQUIREMENTS

Experience

Varies with classification.

Education/Training

Bachelor's Degree in Public Administration, Business Administration, or a related field.

License(s) / Certification(s)

Valid California Class C driver's license.

Knowledge, Skills & Abilities

Knowledge of:

Budgetary process and procedures as well as accounting and finance administration.
Department policies, procedures, rules, regulations and responsibilities.
Grant administration requirements and practices.
Municipal procurement practices and regulations.
Principles of management, administration, supervision, and training.
Specialized software programs utilized in the Police and Fire Departments.
The City's financial management system.
The Public Records Act.
Knowledge of TeleStaff is highly desirable.

Skill in:

Applying common sense and logic in decision-making.
Conflict/complaint resolution.
Financial analysis.
Public speaking and presentation.

Ability to:

Provide exceptional customer service to those utilizing departmental services.
Communicate effectively in English, both orally and in writing.
Conduct methodical research and draft complex analytical financial reports.
Contribute to long and short term strategic planning.
Handle confidential information with discretion.
Establish and maintain smooth working relationships, resolve interpersonal conflicts, and deal tactfully with all levels of employees and the public.
Maintain automated purchasing and payroll records.
Model and practice the highest standards of ethical conduct.
Prepare spreadsheets, charts and graphs utilizing a personal computer and automated spreadsheet software.
Effectively train and supervise subordinates.
Foster a teamwork environment.
Lead, coach, instruct and motivate employees.
Review and evaluate employees' job performance and recommend appropriate personnel action.

Other Characteristics

Willingness to:

Assume responsibility for maintaining a safe working environment.
Plan, initiate, and effectively recommend and carry out personnel actions.
Work necessary hours and times to accomplish goals, objectives and required tasks in a timely manner.

Special Conditions

TATTOO POLICY - Unless otherwise exempted, no employee of the Glendale Police or Fire Department shall have any visible tattoos or other skin markings.

Note

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

PUBLIC SAFETY BUSINESS SPECIALIST

Distinguishing Characteristics:

This mid-management classification provides skilled administrative support to the management staff of the Fire or Police Department.

Additional Essential Functions:

When Assigned to the Fire Department:

Facilitates the administrative aspects of new hire and promotional processes and coordinates scheduling for mandatory employee training programs. Serves as event coordinator for special events and programs, including annual Department Awards Luncheon; prepares commendations, ensures all logistical matters are addressed, and performs guest relations functions. Assists in the marketing and promotion of all special events. Processes payroll entries for sworn personnel. Edits and proofreads the Fire Department's bi-monthly newsletter and distributes City-wide and to community organizations. Ensures that invoices and purchase orders are processed in a timely fashion. Monitors petty cash funds, receives monies, makes out receipts, reconciles and balances accounts or statements. Ensures that subpoenas are processed in a timely fashion; coordinates attendance at depositions and other legal proceedings. Processes Public Records Requests and Incident Report Requests. Maintains automated or manual tracking system and follow-up records to ensure timely action. Maintains databases and reference lists such as mailing lists, telephone numbers or employee records of all current and retired Department personnel. Submits and follows up on service requests for facility repairs as necessary. Assists in the public relations efforts of the Department by appearing at community meetings and coordinating with local non-profit organizations. May be assigned to represent the Department on City-wide committees. May assist in budget preparation and monitoring.

When Assigned to the Police Department – Office of the Chief:

Oversees the day to day operations of the Chief's Executive Office. Represents the Department at community functions. Serves as event coordinator for various Departmental special events and meetings. Coordinates management meetings and preparation of agendas and minutes for Department's Community Police Partnership Advisory Committee. Supervises and trains subordinate staff in the Office of the Chief. Supervises, schedules, and trains volunteers. Maintains Departmental personnel files for management personnel. Provides administrative support to command staff. Enters payroll and time and attendance data for personnel in the Office of the Chief. Receives and distributes monies, reconciles and balances accounts.

When Assigned to the Police Department – Training:

Keeps track of Department issued weapons. Stays abreast of California Peace Officer Standards and Training (POST) policies and procedures related to training requirements. Prepares training schedule of available classes in the region. Coordinates with the Range Master for firearms specific training for sworn personnel. Assists in the Preparespreparation for annual POST records audits. Assists in the Managesmonitoring of the Department training budget and tracks reimbursements. Makes travel and hotel accommodations for off-site training programs. Maintains POST training records for all sworn personnel to ensure compliance with all applicable training regulations. Utilizes specialized software to manage Department training records.

Additional Minimum Requirements:

Experience

One year of responsible experience in a public safety agency performing administrative work involving the preparation of budgets, fiscal analysis, contract administration, or personnel management.

SENIOR PUBLIC SAFETY BUSINESS SPECIALIST

Distinguishing Characteristics:

This management classification provides advanced professional level administrative support to a section or unit of the Fire or Police Department and is responsible for completing complex reports and projects.

Additional Essential Functions:

When Assigned to the Police Department – Training:

Monitors Department training budget and tracks reimbursements. May supervise, train, and evaluate subordinate staff. May supervise a functional section or unit of the Police Department. Oversees training functions and record keeping of activities. Stays abreast of all POST regulations and requirements. Prepares for the annual POST records audit.

Additional Minimum Requirements:

Experience

Three years of responsible experience in a public safety agency performing administrative work involving the preparation of budgets, fiscal analysis, contract administration, or personnel management

When Assigned to the Police Department – Training:

Three years of responsible experience in a public safety agency performing administrative work, including at least one year involving the preparation for POST audits, training reimbursements, travel arrangements and scheduling training.

PUBLIC SAFETY BUSINESS COORDINATOR

Distinguishing Characteristics:

This upper-management classification performs professional level administrative duties, including providing budgetary and financial analysis and support, and is responsible for the implementation, monitoring, and evaluation of various Departmental programs or projects.

Additional Essential Functions:

Coordinates the administrative and business management functions of the Police or Fire Departments, including the processing and preparation of budget and personnel transactions. Identifies, coordinates, writes and submits for approval of grants for funding projects, programs and activities. Prepares grant applications and tracks and reports the status of grant applications for monitoring contracts. Directs the implementation, coordination, development, and operation of Federal, State, or local grant programs or projects. Prepares and monitors the Department and/or Section budget(s). Conducts studies of Departmental operations, recommends changes in policies and procedures, and supervises the installation and implementation of approved changes as directed. Prepares written administrative reports and conducts surveys pertaining to Departmental

activities. Prepares formal reports for presentation to the City Manager, City Council, and other Boards and Commissions. Processes or supervises the processing of pertinent documents such as contracts, permits, petitions, bid specifications, requests for proposal, ordinances and resolutions. Trains and supervises employees in the performance of related duties. Reviews and evaluates employees' job performance and recommends appropriate personnel action. May represent the Chief at meetings and in administrative matters and appears on his/her behalf before commissions or other boards and agencies upon assignment by the Chief. May assist the Chief in the selection and promotion of employees.

When assigned to the Fire Department:

Prepares and monitors the Department budget, including the Verdugo Fire Communications Center budget and the relevant contracts of the participating agencies.

When assigned to the Police Department:

Supervises all Alarm Desk activities, identifies and bills false alarms, issues alarm permits, communicates with permit holders and recipients of alarm invoices and accounts receivable and collection coordination. Prepares and disseminates financial management reports designed to assist Police managers in the fiscal management of their command. Performs liaison functions between the Police Department and the Finance Department to assure purchasing, accounts payable and payroll functions run effectively. Conducts independent research and studies, identifies problems, and effectively recommends action. Identifies, coordinates, writes and submits for approval grants for funding projects, programs and activities. Prepares grant applications. Tracks and reports the status of grant applications for monitoring contracts. Prepares, processes or supervises the processing of pertinent documents such as contracts, permits, petitions, bid specifications, requests for proposal, ordinances and resolutions. Monitors contract compliance.

Additional Minimum Requirements:

Experience

Four years of responsible experience in a public safety agency performing administrative work, involving the preparation of budgets, fiscal analysis, contract administration, and personnel management, including one year of experience working in a supervisory capacity.

PUBLIC SAFETY BUSINESS ADMINISTRATOR

Distinguishing Characteristics:

This upper-management classification provides professional level managerial, administrative, budgetary and financial analysis support and is responsible for the implementation, monitoring, and evaluation of various Department programs or projects, including the oversight of contracts, budgets, and grants.

Additional Essential Functions:

Develops, implements and interprets Department procedures, policies and programs. Maintains rules, regulations, and Department policies so that they are properly observed and executed. Coordinates the preparation and administration of the Department's various budget and purchasing activities. Manages the administrative and business management function of the Department, including the processing of budget, financial analysis, purchasing, payroll, and personnel transactions. Conducts independent research and studies, identifies problems, and effectively recommends action. Identifies, coordinates, writes and submits for approval grants for funding projects, programs and activities. Prepares grant applications. Tracks and reports

the status of grant applications for monitoring contracts. Prepares and presents formal administrative reports and other necessary correspondence. Prepares, processes or supervises the processing of pertinent documents such as contracts, permits, petitions, bid specifications, requests for proposal, ordinances and resolutions. Monitors contract compliance. Ensures proper invoicing for timely reimbursement. Assists the Chief in the selection and promotion of employees by recommending appointments. Represents the Chief in meetings, in administrative matters, and before commissions or other boards and agencies. Trains and supervises employees in performance of any related duties. Reviews and evaluates employee's job performance, and recommends appropriate personnel action.

When assigned to the Police Department:

Responsible for property/evidence retention and facilities maintenance, including the Police Community Room. May command another bureau or function including the supervision of sworn and non-sworn personnel.

Additional Minimum Requirements:

Knowledge, Skills, and Abilities

Knowledge of:

Federal and State laws relating to evidence processing, storage, and disposal.

Experience

Six years responsible experience in a public safety agency performing administrative work, involving the preparation of budgets, fiscal analysis, contract administration, and personnel management, of which two years must be at a supervisory level.

FLSA DESIGNATION

Public Safety Business Specialist - Exempt

Public Safety Business Coordinator - Exempt

Public Safety Business Administrator - Exempt

Revised Class Specification Series	Revised by: RQ
Previously Approved 12/12/2012	Job Family: Public Safety Management Business Series
Approved by Commission 12/12/2012 <u>4/10/2024</u>	

Police Department
Office of the Police Chief



