



## CITY OF GLENDALE, CALIFORNIA REPORT TO THE CITY COUNCIL

### AGENDA ITEM

---

Report: Establishment of Classification Titles and Compensation for Employees of the City of Glendale

1) Resolution: GCEA and GCEA Confidential Classifications 2) Resolution: GMA and GMA-Exempt Classifications

### COUNCIL ACTION

---

**Item Type:** Action Item

**Approved for** March 2, 2021 **calendar**

### ADMINISTRATIVE ACTION

---

**Submitted by:**

Matt Doyle, Director of Human Resources  
Carl Povilaitis, Police Chief  
Silvio Lanzas, Fire Chief

**Prepared by:**

Matt Doyle, Director of Human Resources

**Reviewed by:**

Michele Flynn, Director of Finance  
Michael J. Garcia, City Attorney

**Approved by:**

Roubik R. Golanian, P.E., Interim City Manager

## **RECOMMENDATION**

---

That the attached Resolutions, which include the establishment of eight new classification titles within two of the City's bargaining units be adopted by the City Council.

## **BACKGROUND/ANALYSIS**

---

As City departments periodically review their respective organizational structures, recommendations are made relative to the need for changes in job classifications and titles. Such changes require the establishment or amendment of the respective Classification and Compensation Resolutions, which are adopted for each bargaining unit. The Human Resources Department and City Manager's Office review and approve said proposals prior to Council consideration.

Staff is bringing forth two Resolutions relating to the establishment of eight new non-sworn job classifications within the Police and Fire Departments impacting the Glendale City Employees' Association (GCEA) and Glendale Management Association (GMA) bargaining units. None of these transactions represent additional headcount in the budget, and any costs will be absorbed within the affected departments' existing budgets. No budgetary appropriation is requested. The transactions are described below:

### **Police Department**

#### **Criminalist Series**

The Police Department is proposing a significant reorganization in its Verdugo Regional Crime Laboratory (VRCL), which would combine two existing non-sworn job series, Forensic and DNA, into one. Currently, the Forensic and DNA Lab personnel fall within two job series. The current organization does not allow for cross-training between the two disciplines despite a clear overlap in many of the essential job duties. The Police Department is thus proposing a consolidation of the two job series to enable the cross-training of staff to assist in each of the two disciplines and to provide better opportunities for employee growth and development. A review of industry standards shows that other organizations that operate crime labs combine the two disciplines for the efficiency of operation. The revised organization would be staffed with a single job series titled "Criminalist Series," with six classifications, beginning with Criminalist Technician, with promotional opportunities to Criminalist I, II, III, IV and V. The Criminalist Technician, Criminalist I and II will be assigned to the GCEA, while the Criminalist III, IV and V will be GMA classifications. If approved, the Police Department will work with the Human Resources Department to transition existing staff from their respective Forensic/DNA classifications to the appropriate classifications within the new Criminalist Series under the provisions of the Civil Service Rules & Regulations.

#### **Police Chief's Adjutant Assistant**

The Police Department is proposing a downward reallocation of an existing vacant position to a newly-established non-sworn classification of Police Chief's Adjutant Assistant. This position will work closely with Police Chief on community outreach, media relations, press releases, social media, public service announcements and other general administrative tasks. The position will conduct research and collect data in support of the Department's mission and in response to requests by the general public and others. If approved, the Police Department will work with the Human Resources Department on an in-house promotional opportunity for interested employees.

## **Fire Department**

### **Emergency Medical Services Nurse Specialist**

The Fire Department is seeking to establish a new non-sworn classification titled Emergency Medical Services (EMS) Nurse Specialist to be the key medical advisor and educator for the Department's Paramedic, Emergency Medical Technician (EMT) and Emergency Medical Dispatch (EMD) programs. Currently, these services are provided through a contract with the UCLA Center for Prehospital Care. Although UCLA does an outstanding job providing these services for the Fire Department, there is a need to expand this program on a full-time basis by bringing the staff resource in-house. The Fire Department responds to over 15,000 EMS calls for service each year, staffed by over 100 licensed paramedics and another 100 EMT's. This high volume of work necessitates greater resources for training, education and ongoing quality improvement of the medical care provided to the community. The establishment of this classification will not add to the City's employee headcount or increase the Fire Department's budget, since the Department is reallocating a non-sworn position to the newly-proposed classification and is reallocating a sworn Firefighter position within its EMS Section to help fund the new position. If approved, Fire Department staff will work with the Human Resources Department on an open recruitment for this position.

The eight newly-proposed classifications are listed in the table below, along with the page number where the specific classification appears within the respective Resolutions.

### **RESOLUTION SUMMARY (GCEA/GCEA CONFIDENTIAL)**

<u>Classification</u>	<u>Department</u>	<u>Page No.</u>
Criminalist Technician	Police	Page 4
Criminalist I	Police	Page 4
Criminalist II	Police	Page 4
Police Chief's Adjutant Assistant	Police	Page 6

### **RESOLUTION SUMMARY (GMA/GMA EXEMPT)**

<u>Classification</u>	<u>Department</u>	<u>Page No.</u>
Criminalist III	Police	Page 3
Criminalist IV	Police	Page 3
Criminalist V	Police	Page 3
Emergency Med. Serv. Nurse Spec.	Fire	Page 3

## **FISCAL IMPACT**

The fiscal impact, if any, of the proposed transactions resulting from the establishment of the above new classifications will be absorbed by the respective City departments.

In the Criminalist Series, the majority of the transactions will be lateral moves, with the exception of promotions at the Criminalist I and II levels. The costs of those prospective promotions may be partially offset by a lower benefit load cost for the Criminalist IV classification.

The Police Chief's Adjutant Assistant classification is a downgrade of an existing vacant Police Services Assistant position, at a savings of approximately \$12,500 annually.

The Emergency Medical Services Nurse Specialist is projected at a cost-savings of approximately \$86,000 annually. The Fire Department is reallocating a vacant non-sworn Emergency Services Coordinator position to the newly-proposed classification, reallocating a sworn Firefighter position within the EMS Section and will eliminate the UCLA contract in order to fund the new position.

## **ALTERNATIVES**

---

**Alternative 1:** Approve the Resolutions as submitted.

**Alternative 2:** Approve portions of each of the submitted Resolutions (i.e. select classifications and/or adjustments, but not others).

**Alternative 3:** Not approve the Resolutions as submitted.

**Alternative 4:** The City Council may consider any other alternative not proposed by staff.

## **CAMPAIGN DISCLOSURE**

---

N/A

## **EXHIBITS**

---

Exhibit "A," containing salary range amounts for classifications contained in Resolutions