



CITY OF SAN MATEO

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Agenda Report

Agenda Number: 9

Section Name: {{section.name}}

Account Number: 10-9811

File ID: {{item.tracking_number}}

TO: City Council
FROM: Alex Khojikian, City Manager
PREPARED BY: Human Resources Department
MEETING DATE: January 13, 2025
SUBJECT:
Police Department and Parks and Recreation — Classification Updates

RECOMMENDATION:

Adopt a Resolution to approve the job specification revisions and a salary range increase for the Police Digital Forensic Specialist based on a classification analysis and to approve the revised job specifications for the Landscape Laborer and Landscape Maintenance Worker I/II to reflect a flexible staffed series pursuant to the recent MOU agreement.

BACKGROUND:

Police Department

The Police Department requested that a classification study be conducted for the employee holding the Police Digital Forensic Specialist position, as the position had evolved. A third-party consultant conducted the study and recommended that: 1) the Police Digital Forensic Specialist title be changed to Police Digital Forensic Analyst, 2) the job description be revised to ensure that it is accurate and reflects the duties currently being performed by the employee in the position, and 3) the salary range of the Police Digital Forensic Analyst be equivalent to the Police Evidence Analyst (\$8,856.11-\$10,561.08).

The Police Department and Human Resources supports the recommendations outlined above made by consultant.

Parks and Recreation

On October 7, 2024, the City Council approved a new memorandum of understanding (MOU) with SEIU which included language updating the Landscape Laborer classification to become part of the Landscape Maintenance Worker I/II classification series. This change allows for more efficient staffing and growth opportunities. Approving this change to the job specifications will allow the implementation of the approved updates.

BUDGET IMPACT:

Police Department

The salary range increase for the Police Digital Forensic Analyst classification will result in an additional cost of approximately \$25,000 to the General Fund for Fiscal Year 2024-25. There is only one (1) funded position. Costs incurred in the current Fiscal Year can be accommodated in the Police Department's operating budget using salary savings from vacant positions. This new position will be incorporated into all future budgets.

Parks and Recreation

The consolidation of the Landscape Laborers with the Landscape Maintenance Workers I/II positions into one flexibly classed position was included in the 2024-25 adopted budget so this will have no fiscal impact.

ENVIRONMENTAL DETERMINATION:

This classification update is not a project subject to CEQA, because it is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. (CEQA Guidelines Section 15378(b)(4).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 —Proposed Resolution

Exhibit A —Job Specification with tracked changes for Police Digital Forensic Analyst

Exhibit B — Job Specification with tracked changes for Landscape Maintenance Worker I/II Laborer

Exhibit C — Salary Range for Police Digital Forensic Analyst

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