



CITY OF SAN MATEO

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Agenda Report

Agenda Number: 9

Section Name: {{section.name}}

Account Number: 10-1311

File ID: {{item.tracking_number}}

TO: City Council
FROM: Alex Khojikian, City Manager
PREPARED BY: Human Resources Department
MEETING DATE: October 7, 2024

SUBJECT:
Police Department and Public Works Department — Classification Updates

RECOMMENDATION:

Adopt a Resolution to 1) update the job specification for the classification of Dispatch Services Supervisor in the Police Department; 2) approve the job specification and salary range for the new classification of Police Communications and Public Relations Analyst; 3) reclassify the incumbent in the Communications and Public Relations Analyst position in the Police Department to the new classification of Police Communications and Public Relations Analyst; and 4) update the job specification for the classification of Maintenance Planner in Public Works Department.

BACKGROUND:

Police Department

The City of San Mateo retained the services of Liebert Cassidy Whitmore (LCW) to determine whether the Dispatch Services Supervisor and Communications and Public Relations Analyst positions in the Police Department are properly classified as exempt from overtime under the Fair Labor Standards Act (FLSA). LCW conducted the FLSA exemption test, and their opinion is that these positions should be reclassified as non-exempt, and paid overtime for hours worked in excess of forty per week. While the Dispatch Services Supervisor classification is used only in the Police Department, the Communications and Public Relations Analyst is a classification used in other departments. The position in the Police Department is distinct and the actual duties performed by the incumbent in the Communications and Public Relations Analyst position support LCW's recommendation to create a new classification that is FLSA non-exempt.

Based on LCW's opinion, the Police Department requests approval to update the job specification for the classification of Dispatch Services Supervisor to accurately reflect the position as FLSA non-exempt. Additionally, the Department seeks to create a job specification for the new FLSA non-exempt classification of Police Communications and Public Relations Analyst and to establish the salary range for this position to match the monthly salary range of the Communications and Public Relations Analyst classification (job code 2001) at \$9,743.85 – \$11,624.18. Consequently, the Police Department requests to reclassify the incumbent in the Communications and Public Relations Analyst position to the new classification of Police Communications and Public Relations Analyst, allowing the incumbent to retain their current salary step.

Public Works Department

The Maintenance Planner position serves as the administrator for the Computerized Maintenance Management System (CMMS) software and related databases in support of wastewater treatment plant (WWTP) operations and maintenance. This role helps plan and schedule maintenance, installation, overhaul, and repair of equipment, and obtains quotes and bids for equipment and support services. The proposed changes to the job specification removes the original language tying the position specifically to the WWTP. Updating the job specification will allow the City to utilize this position to support operations and maintenance for additional divisions such as facilities, sewers, streets, and traffic.

BUDGET IMPACT:

These changes do not affect compensation and benefits; however, with these changes the two Police Department positions will now be eligible for overtime. The overtime incurred will be absorbed within the department's operating budget, so no additional appropriation is needed at this time. There is no budget impact associated with the revisions to the job specifications.

ENVIRONMENTAL DETERMINATION:

These classification updates are not subject to CEQA, because they will not cause a physical change in the environment. (CEQA Guidelines Section 15378(b)(4).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – Proposed Resolution

Exhibit A – Job Specifications

Exhibit B – Merit Salary Schedule

Att 2 – Job Specifications with tracked changes

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