



# CITY OF SAN MATEO

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## Agenda Report

Agenda Number: 21

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**TO:** City Council  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** Human Resources Department  
**MEETING DATE:** December 9, 2024

**SUBJECT:**

Police, Human Resources and Parks and Recreation Departments Classification Updates and Police Officers Association and Management Association Letters of Understanding - Approval

**RECOMMENDATION:**

Adopt a Resolution to approve: 1) reallocation of two vacant Dispatcher positions to two Senior Dispatcher positions in the Police Department, 2) job specification updates for the classification of Senior Dispatcher, 3) Letters of Understanding to provide a training premium for Dispatchers assigned as Lead Trainers, to acknowledge Dispatch Supervisors' status change from exempt to non-exempt, and to increase the compensation for the Police Technical Services Administrator's for covering a dispatch shift, 4) job specification and salary range for the new flexibly-staffed classification Human Resources Information Systems Analyst I-II, 5) elimination of 1.00 vacant Lead Teacher position in Parks and Recreation to increase two .75 Lead Teacher positions to two 1.00 FTE positions, 6) reallocation of a vacant Administrative Assistant to Administrative Technician, and 7) reallocation of a Senior Accounting Assistant to an Administrative Technician in the Parks and Recreation Department.

**BACKGROUND:**

**Police Department**

The department recommends approval to reallocate two vacant Dispatcher positions to two Senior Dispatcher positions to increase efficiency, improve staff retention, and provide necessary supervision during night shifts. The Senior Dispatcher role will promote advancement opportunities and provide mentorship opportunities for Dispatchers to be better prepared for future openings. PD recommends updating the Senior Dispatcher job specification to more accurately reflect the duties of the position.

**Police Officers Association and Management Association – Letters of Understanding**

In the interest of recruitment, retention and knowledge transfer, the City is looking to provide a training premium for Dispatchers assigned as Lead Trainers. As a result of a recently completed FLSA study it was determined that FLSA status of Dispatch Supervisors should be non-exempt. It was also determined that the Police Technical Services Administrator's (PTSA) compensation for covering a dispatch shift should be adjusted accordingly to reflect the PTSA's level of knowledge, skills and experience.

**Human Resources Department**

On June 17, 2024, Council approved the reallocation of 1.00 Human Resources Technician to a flexibly-staff Human Resources Information Systems Analyst I-II as part of the FY 2024-25 budget process to fill a critical role in HR that would be responsible for the ongoing management of the HRIS program area. The HRIS Analyst will serve as HR lead in the implementation of Workday and provide on-going professional analysis of HR's business needs that involve information technology and collaboration with cross-functional teams. This role would be responsible for documenting HR procedures and business requirements, developing new processes, and designing new solutions in HR that employ technology. The

department requests approval of the job specification and to set the monthly salary of HRIS Analyst I to match the salary range of Human Resources Analyst II (job code 2096) at \$8,859.18 - \$10,561.08 and setting the monthly salary range of HRIS Analyst II to match the salary range of Senior HR Analyst (job code 2098) at \$9,743.85 - \$11,624.18.

### **Parks and Recreation Department**

The department recommends eliminating the vacant 1.0 FTE Lead Teacher position due to the increased number of Coordinators and Senior Program Assistants across the Recreation division which allows for more efficient oversight and program management. With the elimination of 1.0 FTE Lead Teacher position, the department requests to increase two .75 FTE Lead Teacher positions assigned to the Preschool programs by .25 to make each 1.0 FTE in order to allow the department to utilize staff fully during school breaks. Overall, these FTE updates will reduce the department's total Lead Teacher positions from 2.5 FTE to 2.0 FTE. The department further recommends reallocating the vacant Administrative Assistant to an Administrative Technician based on the needs of the Parks, Arbor and Project divisions and the administrative technical duties of the position, as well as the reallocation of 1.00 FTE Senior Accounting Assistant to 1.00 FTE Administrative Technician to reflect the duties of the position more accurately and to allow for more efficient cross training with the Administrative Technician and support to the Recreation Business Administration Team.

### **BUDGET IMPACT:**

The reallocation of two Dispatcher positions to Senior Dispatcher positions would result in an estimated increase of \$30,000 (\$15,000 increase per position) annually. However, due to existing vacancies, there will be no immediate fiscal impact, as these increases can be absorbed in the Police Department's operating budget. If approved, the proposed reallocation will be incorporated into future budget development.

The proposed position changes by the Parks and Recreation Department will have a net-zero impact to the General Fund. Budget savings from the elimination of the vacant 1.0 FTE Lead Teacher are sufficient to offset the additional costs of the other proposed changes.

Reallocating one Human Resources Technician position to a Human Resources Information Systems Analyst I-II position will increase annual cost by \$25,000. This change has been approved by the City Council in June 2024 as part of the FY 2024-25 budget adoption, and the additional cost is already included in the current year's operating budget. This agenda report seeks Council approval of the job specification and salary range for the Human Resources Information Systems Analyst I-II position as it represents a new job classification.

### **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

Exhibit C – Letters of Understanding

Att 2 – Job Specification with tracked changes

### **STAFF CONTACT**

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