



# CITY OF SAN MATEO

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## Agenda Report

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Agenda Number: 7

Section Name: {{section.name}}

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**TO:** City Council  
**FROM:** Drew Corbett, City Manager  
**PREPARED BY:** Human Resources Department  
**MEETING DATE:** March 07, 2022  
**SUBJECT:**  
Classification Updates – Police Department

### RECOMMENDATION:

Adopt a Resolution to approve the: 1) reallocation of the Community Engagement and Public Relations Coordinator position to a Communications and Public Relations Analyst; 2) reclassification of the incumbent to Communications and Public Relations Analyst; and 3) revisions to the job specifications for the classifications of Communications and Public Relations Analyst and Police Records and Communications Manager.

### BACKGROUND:

Per San Mateo Municipal Code Section 2.57.030(d), classification updates become effective upon approval by the City Council.

At the request of the Police Chief, Bryce Consulting conducted a classification and compensation study of the Police Records and Communications Manager and Community Engagement and Public Relations Coordinator positions. The study showed that while the current job specification for the position of Police Records and Communications Manager captures much of the duties assigned, the position has a broader scope than what the classification represents. It is recommended that the classification title be changed to Police Technical Services Administrator and the job specification be revised to better represent the broad nature of the duties assigned.

The Community Engagement and Public Relations Coordinator classification is more of a support position while the Communications and Public Relations Analyst has a higher level of strategic involvement. The study showed that the level of work within the Police Department and the duties assigned to the position rise to the level of an analyst. It is recommended that the Community Engagement and Public Relations Coordinator position be reallocated to the classification of Communications and Public Relations Analyst and that the job specification be revised to define the position as providing oversight and management of the communication and public education outreach efforts, either on a City-wide basis or for a large complex department.

In line with the recommendations from Bryce Consulting, the Police Chief is requesting to reallocate the Community Engagement and Public Relations Coordinator position to Communications and Public Relations Analyst, reclassify the incumbent at Step 2 of the salary range of the Communications and Public Relations Analyst classification effective March 20, 2022, and update the job specifications for Communications and Public Relations Analyst and Police Records and Communications Manager.

### BUDGET IMPACT:

The reallocation of the Community Engagement and Public Relations Coordinator to a Communications and Public Relations Analyst would result in an estimated \$7,000 increase for the remainder of the fiscal year. However, no

appropriation is needed, as these costs can be absorbed by the Police Department's operating budget. The associated salary and benefits for the new Communications and Public Relations Analyst will be incorporated into the proposed 2022-24 Business Plan.

There is no budget impact associated with the revisions to the job specifications for the classifications of Communications and Public Relations Analyst and Police Records and Communications Manager, as the salary ranges are not changing as a result of the revisions.

**ENVIRONMENTAL DETERMINATION:**

These classification updates are not subject to CEQA, because it can be seen with certainty that they will not cause a physical change in the environment. (Public Resources Code Section 21065.)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 – Proposed Resolution

Exhibit A - Job Specifications

Exhibit B - Amended 2021-2022 Position Budget for the Police Department

Att 2 – Job Specifications with tracked changes

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