



# CITY OF SAN MATEO

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## Agenda Report

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Agenda Number: 16

Section Name: {{section.name}}

Account Number: 10-2311

File ID: {{item.tracking\_number}}

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**TO:** City Council

**FROM:** Christina Horrisberger, Interim City Manager

**PREPARED BY:** Human Resources Department

**MEETING DATE:** July 17, 2023

**SUBJECT:**

Community Development Department and Police Department – Job Specification Updates

**RECOMMENDATION:**

Adopt a Resolution to approve the revisions to the job specifications for the classifications of Deputy Building Official and Dispatcher I-II.

**BACKGROUND:**

**Community Development Department: Deputy Building Official job specification**

The License/Certificate requirement in the job specification for the Deputy Building Official classification has been revised to allow 12 months' time to obtain the required certification from the date of appointment to align with the California Health and Safety Code, which allows 12 months between date of appointment and date of certification. The previous version specified the successful candidate would possess the certificate upon appointment, which is more stringent than that for the higher position of Building Official and beyond what the Code requires. The job specification has been revised to state that, possession of a Plans Examiner Certificate issued by the International Code Council or Building Official Certificate, or other equivalent state, national, or international association is required within one year of appointment. Additional changes to job specification have been made to accurately reflect the definition, supervision received and exercised, essential duties and qualifications required of the position.

**Police Department: Dispatcher I-II job specification**

Commission Regulation 1957 of the California Code of Regulations mandates that, "Every public safety dispatcher candidate shall demonstrate verbal, reasoning, memory, and perceptual abilities at levels necessary to perform the job. Satisfactory completion of this requirement may occur at any time prior to appointment". The two primary testing options for hiring Dispatchers are the POST Entry-Level Dispatcher Selection Test Battery and the CitiCall. A passing score in either of these test batteries has been proven to be predictive of job success and training proficiency. The job specification has been revised to state that, verification of successful completion of the P.O.S.T. Entry-Level Dispatcher Selection Test Battery Examination with a minimum passing "T-score" of 48 or higher or verification of successful completion of a CitiCall Examination with a minimum passing score of 50 or higher is required. Additional changes to the job specification have been made to accurately reflect the supervision received and exercised of the position.

**BUDGET IMPACT:**

There is no budget impact associated with the revisions to the job specifications for the classifications of Deputy Building Official and Dispatcher I-II.

**ENVIRONMENTAL DETERMINATION:**

These job specification revisions are exempt from CEQA review because it can be seen with certainty that there is no

possibility that this activity may have a significant effect on the environment. (CEQA Guidelines Section 15061(b)(3).)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 - Proposed Resolution

Exhibit A - Job Specifications

Att 2 - Job Specifications with tracked changes

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