

MINUTES
PERSONNEL COMMISSION
CITY MANAGER'S CONFERENCE ROOM

August 14, 2014

5:30 p.m.

1.0 ROLL CALL

COMMISSIONERS PRESENT: Bobeda, Diaz, Fischer, Gomez, Melgoza

COMMISSIONERS ABSENT: Fury, Palacios

OTHERS PRESENT: Sergeant Saul Gonzalez, Watsonville Police Department

2.0 APPROVAL OF MINUTES

A motion was made by Commissioner Fischer, seconded by Commissioner Bobeda and carried to approve the minutes of November 14, 2013. There were two abstentions because the commissioners were not in attendance at the November 14, 2013 meeting; however, per Watsonville Municipal Code the abstentions are considered yes votes.

3.0 OLD BUSINESS

None

4.0 NEW BUSINESS

4.1 Introductions of commissioners and staff were handled prior to the start of the meeting.

4.2 Approval of Revised Description for Deputy City Clerk at Salary Range 18-98. Human Resources Manager Nathalie Manning provided the report explaining that the Deputy City Clerk job description has not been updated since 1989 and there have been many technological advances that have changed many of the duties of this job description. Salary proposed to be increased to reflect the additional duties and the more technical aspects of the position. After discussion a motion was made by Commissioner Gomez and seconded by Commissioner Diaz and carried to approve.

4.3 - 4.6: Approval of Police Department Job Descriptions as follows:

- Revised Police Service Specialist and Crime Analyst job descriptions at current salary ranges
- Approval of new job classification\job description for Records Supervisor at salary range 19-50
- Approval of new job classification\job description of Property and Evidence Supervisor at salary range 19-00
- Approval of new job classification\job description of Property and Evidence Technician III at salary ranges 16-54 and 17-73

Police Sergeant Saul Gonzalez provided an overview of the proposed reorganization in the Police Department to create a new Property and Evidence division and other minor changes. The following proposed changes were explained by Sgt. Gonzalez.

Police Service Specialist-remove primary duties of property and evidence handling to be included in the proposed Property and Evidence Technician I/II job classification. This will allow for personnel to be dedicated to these highly specialized and technical job duties.

Crime Analyst-change the educational requirements to read that a Bachelor's degree in specific fields of study are highly desired rather than required. A Bachelor's degree is still required, but it does not necessarily need to be in one of the named fields.

Police Records Supervisor-propose eliminating the current job classification of Records and Property Supervisor and creating two supervisory positions. One will be a Police Records Supervisor and one will be a Property and Evidence Supervisor. The salaries will be lower than the current Records and Property Supervisor due to the reduction in responsibility. Salary range of both is comparable with similar job classifications in the City.

Property and Evidence Technician I/II-propose to create a new job classification and place it in the Property and Evidence division under the Property and Evidence Supervisor. Police Department will convert a Police Service Specialist to a Property and Evidence Technician at either a I or II level depending on experience.

After discussion and questions, a motion was made by Commissioner Fisher and seconded by Commissioner Gomez and carried to approve items 4.3 – 4.6.

5.0 CHAIRPERSON'S REPORT

Chair Bobeda reminded all Commissioners about the upcoming Commissioner's BBQ.

6.0 PERSONNEL DIRECTOR'S REPORT

Manning explained that the City continues to selectively fill positions that become vacant due to budget considerations. Manning mentioned that the passage of Measure G will result in the hiring of several firefighter and police positions in upcoming months. Chair Bobeda requested that reports on Measure G spending be brought before the Personnel Commission. Manning stated that reports will be going to the City Council and then those reports can be brought to the Personnel Commission. Sgt. Gonzalez explained that there is also a website set up to track Measure G spending.

7.0 ORAL COMMUNICATIONS

None

8.0 ADJOURNMENT

The meeting was adjourned at 6:07 p.m.

Chairperson

ATTEST:

Personnel Director