

## RESOLUTION NO. 2016-40

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING AND APPROVING A CHANGE IN JOB DESCRIPTION AND SALARY RANGE FOR RECORDS SUPERVISOR AND ADJUSTING THE ALLOCATED POSITION FROM RECORDS SUPERVISOR TO PROPERTY AND RECORDS SUPERVISOR

**WHEREAS**, the job description and job title for the Records Supervisor had not been updated to reflect the changes in the Department's reporting structure to include oversight and supervision of the property and evidence function; and

**WHEREAS**, staff has analyzed staffing needs, options and costs and recommends a change in the job description and salary range for Records Supervisor to Property and Records Supervisor and has created a revised job description for this position that meets the needs of the City; and

**WHEREAS**, staff has conducted a salary survey and recommends placement of the Property and Records Supervisor position in existing RPEA Range 85-X of \$5,399 - \$6,562 per month.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rohnert Park that it does hereby authorize and approve the change in position from Records Supervisor to Property and Records Supervisor with a job description as provided for in Exhibit A, which is attached hereto and incorporated by this reference;

**BE IT FURTHER RESOLVED** that the Property and Records Supervisor position is established at the salary range listed above; and

**BE IT FURTHER RESOLVED** that the position allocated in the FY 2015-16 budget is changed from Records Supervisor to Property and Records Supervisor at the salary range indicated effective retroactively to December 14, 2015 when it was initially discovered that the Records Supervisor job description needed to be updated.

**DULY AND REGULARLY ADOPTED** this 10th day of May, 2016.

**CITY OF ROHNERT PARK**

  
Gina Belforte, Mayor

**ATTEST:**

  
Caitlin Saldanha, Deputy City Clerk

Attachments: Exhibit A and B

AHANOTU: Absent CALLINAN: Aye STAFFORD: Aye MACKENZIE: Aye BELFORTE: Aye

AYES: ( 4 ) NOES: ( 0 ) ABSENT: ( 1 ) ABSTAIN: ( 0 )

## **EXHIBIT "A"**

**City of Rohnert Park**

### **PROPERTY AND RECORDS SUPERVISOR**

**Existing RPEA Range 85-X**

**\$5,399 - \$6,562 monthly**

#### **DEFINITION**

Supervises, trains, and assigns staff involved in the processing, release, retention, and security of property and evidence, Public Safety records and other related documents; oversees staff performing reception duties at the front counter; performs other duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

The Property and Records Supervisor is a working supervisor that has operational responsibility for the Property and Evidence Unit and the Records Bureau of the Public Safety Department.

#### **SUPERVISION RECEIVED/EXERCISED**

Direction is provided by a Public Safety Commander. Supervisory responsibility includes the direct supervision of paid non-sworn support staff and volunteers involved in a variety of law enforcement and fire property, records and receptionist activities.

#### **ESSENTIAL JOB DUTIES**

**(These duties are a representative sample; position assignments may vary)**

- Supervises, assigns, schedules, and oversees the daily operations of the Property and Evidence Unit and the Records Bureau
- Accepts and maintains chain of custody and the proper disposition of all property and evidence in accordance with State and Federal law and court orders
- Coordinates and assists in annual inventory and audits
- Coordinates recording, storage and disposition of all evidence and found property
- Coordinates security and maintenance of department property room in accordance with state laws and departmental regulations
- Ensures compliance with relevant OSHA and City safety regulations
- Compiles or oversees the compilation of a variety of requested and mandated statistical reports for the Department
- Maintains current information on laws and regulations affecting maintenance and destruction of police records
- Selects, trains, and evaluates assigned staff
- Oversees the preparation, distribution, and release of a variety of police reports to the District Attorney, defendants, victims, and other agencies
- Supervises the receptionist activities at the Department's front counter
- Handles the more difficult or sensitive requests for information or complaints either in person or over the phone
- Supervises the filing and retrieval of all reports and records for the Public Safety Department
- Ascertains others' right of access to police record information prior to release

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**Property and Records Supervisor**  
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- Categorizes or supervises the categorizing of Department statistics according to a variety of guidelines and criteria
- Oversees filings done by other staff
- Ensures proper security of records
- Researches a variety of information from Department records
- Registers and reports on sex, narcotic, and arson offenders in compliance with applicable laws
- Reviews subpoenas and discovery orders for completeness prior to release of information
- Develops and recommends the adoption of policies and procedures for the Property and Evidence Unit and the Records Bureau
- Prepares information for budget projections and requests
- Researches and prepares a variety of information
- Oversees the data entry, transcription and computer operations of the Property and Evidence Unit and the Records Bureau
- Oversees the maintenance of a variety of fire service reports and statistics
- Responds to a variety of requests for information concerning Public Safety Department functions and policies
- Uses computer programs, including word processors, spreadsheets and Records Management System
- May provide backup for other Department office support staff

In performing the duties described above, the incumbent is expected to:

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrate care for the organization, customers and coworkers
- Practice and encourage initiative and innovation to improve the workplace

**QUALIFICATIONS**

**Education/Experience:**

Sufficient experience and education that provides the required knowledge, skills and abilities would be qualifying. A typical way of obtaining the required qualifications is to possess:

- Equivalent of a high school diploma; and
- Three years of increasingly responsible work experience involving the processing, retention, and release of Police and/or Fire property, evidence, and/or records.
- College coursework in a related field is highly desirable.

**Knowledge of:**

- Considerable knowledge of operations, policies, procedures, and functions of the Public Safety Department
- Basic laws, codes, and ordinances governing the operation of a public safety agency
- Principles of records management

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- Laws, rules, and regulations governing the maintenance and release of information from police records, i.e. the Public Records Act
- Property and evidence management concepts, methods and practices, including planning, organizing and directing the receipt, storage, safeguarding, disposal, distribution and record keeping for property, narcotics, cash, and firearms
- Laws, codes and ordinances governing the proper collection, storage and disposition of property and evidence
- Methodologies used in maintaining and reporting crime statistics
- Laws governing the destruction of police records
- Techniques and methods of statistical research and reporting
- Principles of selection, supervision, training and evaluation
- Correct English usage, spelling, grammar, and punctuation
- Business math and basic accounting
- Laws and procedures involved in the registration of felony offenders
- Modern office equipment, practices and procedures
- Proper telephone techniques and procedures; customer service

Skill to

- Type at a rate of 50 net w.p.m.

Ability to:

- Supervise multiple activities and assure task completion on a timely basis
- Establish or revise policies or procedures to ensure the legal release, disposal or destruction of records and property or evidence
- Establish control mechanisms and provide training to staff to ensure procedures are followed to minimize City's liability exposure
- Maintain responsibility for the preparation, updating, and release of information from police records
- Interpret and apply laws and regulations governing the maintenance of police records
- Select, train, supervise, evaluate, and recommend discipline for other personnel involved in record keeping and reception activities
- Research and compile statistical information
- Perform a variety of complex office assistance and administrative report work
- Think clearly and act quickly in emergency situations
- Maintain courteous and tactful, but firm relationship with the public and representatives of other agencies
- Establish and maintain cooperative working relationships
- Learn and utilize new technology

Working Conditions:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing written reports, statistical reports and entering data when using a computer key board. Additionally, the position requires near, far, and color vision in reading and reviewing reports and using the

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**Property and Records Supervisor**  
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computer, and hearing is required when providing phone and counter service. A stressful environment may exist when dealing with complaints on the phone or in person.

**FLSA Status:** Exempt  
**Employee Unit:** Rohnert Park Employees' Association (RPEA)  
**Approved By:**  
**Date Approved:**

**EXHIBIT "B"**  
**RECORDS SUPERVISOR - BASE SALARY SURVEY**

Based on current salary for Records Supervisor			
LOCAL CITIES			
City	Position	Min Monthly	Max Monthly
Novato	Police Records Specialist Supervisor	\$5,376	\$6,534
Petaluma	Police Records Supervisor	\$5,068	\$6,165
Santa Rosa	Records Supervisor	\$5,452	\$6,984
Rohnert Park	Records Supervisor	\$4,897	\$5,952
	Mean	\$5,299	\$6,561
		-7.58%	-9.28%
	Median	\$5,376	\$6,534
		-8.91%	-8.91%

COMPARATOR CITIES			
City	Position	Min Monthly	Max Monthly
Cotati	Police Support Services Supervisor	\$4,875	\$5,926
Martinez	Records Supervisor	\$4,683	\$5,692
Pacifica	Police Records Supervisor	\$6,377	\$7,730
Pleasant Hill	Support Services Supervisor	\$5,961	\$7,697
Rohnert Park	Records Supervisor	\$4,897	\$5,952
	Mean	\$5,474	\$6,761
		-10.54%	-11.97%
	Median	\$5,418	\$6,812
		-9.62%	-12.62%

ROHNERT PARK - INTERNAL CLASSIFICATIONS		
Position	Max Monthly	Relationship
Records Supervisor	\$5,952	0.00%
Animal Shelter Supervisor Code Compliance Officer Crime Analyst	\$5,952	0.00%
PS Communications Supervisor	\$6,821	-12.74%
Property Technician	\$5,271	12.92%



## RECORDS SUPERVISOR - BASE SALARY SURVEY

Based on 5% increase for Records Supervisor			
LOCAL CITIES			
City	Position	Min Monthly	Max Monthly
Novato	Police Records Specialist Supervisor	\$5,376	\$6,534
Petaluma	Police Records Supervisor	\$5,068	\$6,165
Santa Rosa	Records Supervisor	\$5,452	\$6,984
Rohnert Park	Records Supervisor	\$5,141	\$6,249
	Mean	\$5,299	\$6,561
		-2.98%	-4.76%
	Median	\$5,376	\$6,534
		-4.37%	-4.36%

COMPARATOR CITIES			
City	Position	Min Monthly	Max Monthly
Cotati	Police Support Services Supervisor	\$4,875	\$5,926
Martinez	Records Supervisor	\$4,683	\$5,692
Pacifica	Police Records Supervisor	\$6,377	\$7,730
Pleasant Hill	Support Services Supervisor	\$5,961	\$7,697
Rohnert Park	Records Supervisor	\$5,141	\$6,249
	Mean	\$5,474	\$6,761
		-6.08%	-7.58%
	Median	\$5,418	\$6,812
		-5.11%	-8.26%

ROHNERT PARK - INTERNAL CLASSIFICATIONS		
Position	Max Monthly	Relationship
Records Supervisor	\$6,249	0.00%
Public Works Inspector Sr Engineering Tech	\$6,249	0.00%
PS Communications Supervisor	\$6,821	-8.39%
Property Technician	\$5,271	18.55%

## RECORDS SUPERVISOR - BASE SALARY SURVEY

Based on 10% increase for Records Supervisor			
LOCAL CITIES			
City	Position	Min Monthly	Max Monthly
Novato	Police Records Specialist Supervisor	\$5,376	\$6,534
Petaluma	Police Records Supervisor	\$5,068	\$6,165
Santa Rosa	Records Supervisor	\$5,452	\$6,984
Rohnert Park	Records Supervisor	\$5,399	\$6,562
	Mean	\$5,299	\$6,561
		1.89%	0.02%
	Median	\$5,376	\$6,534
		0.43%	0.43%

COMPARATOR CITIES			
City	Position	Min Monthly	Max Monthly
Cotati	Police Support Services Supervisor	\$4,875	\$5,926
Martinez	Records Supervisor	\$4,683	\$5,692
Pacifica	Police Records Supervisor	\$6,377	\$7,730
Pleasant Hill	Support Services Supervisor	\$5,961	\$7,697
Rohnert Park	Records Supervisor	\$5,399	\$6,562
	Mean	\$5,474	\$6,761
		-1.37%	-2.95%
	Median	\$5,418	\$6,812
		-0.35%	-3.66%

ROHNERT PARK - INTERNAL CLASSIFICATIONS		
Position	Max Monthly	Relationship
Records Supervisor	\$6,562	0.00%
Environmental Coordinator Project Coordinator	\$6,562	0.00%
PS Communications Supervisor	\$6,821	-3.80%
Property Technician	\$5,271	24.49%