



AGENDA NO: 7.h

MEETING DATE: April 8, 2025

Staff Report

TO: Honorable Mayor and City Council

DATE: March 28, 2025

FROM: Amy Watkins, Police Chief

SUBJECT: Approval of Revised Pay Scale and Job Description for Police Support Services Manager

RECOMMENDED ACTION

Amend the pay schedule for the Police Support Services Manager by adopting:

1. Resolution No. 17-25 approving Job Description and compensation range, and
2. Resolution No. 18-25 amending Management Salary and Benefits 2025-27, and
3. Resolution No. 19-25 approving updated FY 2024-25, 2025-26, and 2026-27 Pay Schedules.

ALTERNATIVES

Make no amendment to the current Police Support Services Manager (PSSM) job description and pay scale.

FISCAL IMPACT

The proposed revised pay schedule would move this position to the next salary range, which is an increase of 17%.

The fiscal impact to the city general fund would be:

FY 2024-25 = \$5,842 FY 2025-26 = \$24,554 FY 2026-27 = \$25,795

BACKGROUND

The current Police Support Services Manager classification has remained largely unchanged since 2004, aside from a 2017 title change from "Support Services Coordinator" to "Police Support Services Manager." That change did not substantially update the job description or reflect the evolving scope of work. In 2014, the Morro Bay Police Department eliminated its dispatch function, including the Dispatch Supervisor position. Many of the associated responsibilities were reassigned to the Police Support Services Manager. Over time, the position has absorbed a significant number of additional duties due to operational changes and increased legal mandates. These have notably expanded the position's complexity, accountability, and potential risk of error.

DISCUSSION

Ongoing duties the Police Support Services Manager (PSSM) performs on a daily, weekly basis:

Prepared By: <u> AW </u>	Dept Review: <u> </u>
City Manager Review: <u> YK </u>	City Attorney Review: <u> RWS </u>

- Administrative assistance to the Chief of Police and Police Commander.
- Supervision of five support services/professional staff members.
- Management of computer network.
- Budget preparation and maintenance.
- Custodian of Records
- Management of Report Management System (RMS)
- Department liaison with city staff, general public, and outside agencies.
- Perform department audits for CORI, CLETS, and Detention of minors.
- Comply with State and Federal audits.
- Recruiting and hiring department personnel.
- Maintain current knowledge of laws and regulations concerning police records and property management systems.
- Administrative clerical duties.
- Preparation of purchase orders and other fiscal records.
- Process and comply with subpoenas, court orders, and Pitchess Motions

Increased duties (ongoing) adopted outside of current job description and outside of general PSSM workload, performed on a daily, weekly, monthly basis:

- Administrative process management of Concealed Carry Weapons permits.
- Management of department contracts.
- Audits and system management for CA legislative mandated Racial Identity Profiling Act (RIPA) data collection.
- Assisting staff in writing and reporting crimes that meet the new State and Federal Crime Reporting Databases, CIBRS/NIBRS.
- System management and auditing of LensLock Body Worn Camera system. Including all in unit camera systems. Requires 24-hour on-call for system support and management.
- Management of department building, interview room, and evidence locker surveillance system. Requires 24-hour on-call for system support and management.
- In charge of the city-wide phone system and network.
- Initiation and oversight of department equipment deemed obsolete for department use going to auction at GovDeals.com.
- Department cost recovery.

Project lead on department purchases and contracts:

- Review and implementation of department RIPA system, Veritone.
- Implementation of new Record Management System (RMS), Mark 43.
- Implementation and updates to Body Worn Camera system, LensLock.
- Implementation of new traffic collision software, CrossRoads.
- Contract, hiring, and oversight of department audit for property and evidence, 2021.

Knowledge of:

- Theory, principles, practice and techniques of police administration.
- Principles and practices of public administration, including long-range planning, budgeting, purchasing and maintaining public records.
- Rules of evidence.
- Inter-agency communication/assistance techniques and practices; through knowledge of municipal organization and administration.

- Federal, state, and local laws, policies and directives applicable to areas of responsibility including Public Records Act, CLETS, CJIS, CIBRS/NIBRS, FCC, and HIPPA requirements.
- Federal, state, and local laws, policies and procedures governing records management system for the Department, including the retention, archiving, release and destruction of Department public records.
- Department's Body Worn Camera philosophy, policy, privacy and procedure, including state public records law balancing accountability with transparency, developing effective BWC policies, establishing an effective and efficient public records release process.
- Principles and practices of sound business communication.
- Research methods and analysis techniques.
- City human resources policies and labor contract provisions.
- Safety policies and safe work practices applicable to the work.

In addition to the listed knowledge, skills and experience required for position of PSSM, these additional duties come with a growing amount of focus, stress, and responsibilities that are time sensitive, high liability, and high consequence for error. Limited command staff has forced many of the increased legislative mandates and duties to the Police Support Services Managers desk for oversight. These duties are not found in agency counterparts in or outside the county. The job description change in 2017 did not change or show the increase in the amount of work the PSSM is responsible for or the amount of responsibility that comes with the increased role responsibilities.

JUSTIFICATION FOR CHANGE

The expanded role of the Police Support Services Manager involves management level, time-sensitive responsibilities that exceed the scope of the current classification. Due to limited command staff, many complex mandates have defaulted to this position, which is not the norm for comparable roles in other police agencies. The 2017 title change did not capture the breadth or weight of these responsibilities. To reflect the true nature of the position and ensure appropriate compensation and classification, staff recommends updating the job description and placing the role one salary range above its current placement in the management pay schedule.

CONCLUSION

The Police Support Services Manager position has evolved significantly in complexity and scope. The proposed salary change aligns the classification of Police Support Services Manager with the duties performed. Staff recommends that City Council approve the recommending action and adopting the associated resolutions.

ATTACHMENTS

1. Resolution No. 17-25 Approving Updated Job Description and Compensation Range
2. Resolution No. 18-25 Amending Management Salary and Benefits 2024-27
3. Resolution No. 19-25 Adopting Updated FY 2024-25, 2025-26, and 2026-27 Pay Schedules
 - a. Exhibit A – FY 2024-25 Pay Schedule
 - b. Exhibit B - FY 2025-26 Pay Schedule
 - c. Exhibit C - FY 2026-27 Pay Schedule