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CITY OF FRESNO
CITY CLERK'S OFFICE

Agenda Item: 1-M, ID 18-1302

Date: 11/5/2018

Council Meeting Date: 11/8/18

FRESNO CITY COUNCIL



Supplemental Information Packet

Agenda Related Items – ID 18-1302 (1-M)

Content of Supplement: Email and backup to the City Council and Mayor

Item(s)

File ID 18-1302(1-M): 1. Adopt a Side Letter of Agreement with the Fresno City Employees Association (FCEA) for Unit 3, Non-Supervisory White Collar

Supplemental Information:

Any agenda related public documents received and distributed to a majority of the City Council after the Agenda Packet is printed are included in Supplemental Packets. Supplemental Packets are produced as needed. The Supplemental Packet is available for public inspection in the City Clerk's Office, 2600 Fresno Street, during normal business hours (main location pursuant to the Brown Act, G.C. 54957.5(2)). In addition, Supplemental Packets are available for public review at the City Council meeting in the City Council Chambers, 2600 Fresno Street. Supplemental Packets are also available on-line on the City Clerk's website.

Americans with Disabilities Act (ADA):

The meeting room is accessible to the physically disabled, and the services of a translator can be made available. Requests for additional accommodations for the disabled, sign language interpreters, assistive listening devices, or translators should be made one week prior to the meeting. Please call City Clerk's Office at 621-7650. Please keep the doorways, aisles and wheelchair seating areas open and accessible. If you need assistance with seating because of a disability, please see Security.

Yvonne Spence

From: Dee Barnes <dee.barnes.fcea@comcast.net>
Sent: Sunday, November 04, 2018 7:47 PM
To: Lee Brand; Garry Bredefeld; Oliver Baines; Steve Brandau; Luis Chavez; Paul Caprioglio; Esmeralda Soria; Clinton Olivier; Yvonne Spence
Cc: Wilma Quan-Schechter; Jerry Dyer; Tony Silva; sammyfrank@hotmail.com; Sam Frank; Tania Keller; taniakeller.fcea@yahoo.com; FCEA Office
Subject: 11/8/2018 City Council Agenda - Item 1-M ID18-1302 - FCEA Side Letter - New Police Support Classifications
Attachments: 2018-11-04 Signed letter to Council & Mayor.pdf; Exhibit B - Class & Comp MOU Provision.pdf; Exhibit C - 2017-11-16 Unit Modification Memo.pdf; Exhibit D - Dyer emails of support Dec 2017.pdf; Exhibit E - Visalia-Stockton pay info to K Phillips.pdf; Exhibit F - 2018-05-22 Comp Equity Spreadsheet.pdf; Exhibit G - 2018-07-03 Comp Equity with higher Rec percentage.pdf; Exhibit H - Records Incentive Pay MOU Provision.pdf; Exhibit I - Unit 3 proposed salary eff 2018-11-12.pdf; Exhibit J - Grievance Memo signed by Police Records Clerks.pdf; Exhibit A - Fox & Lawson info.pdf

Please see the attached letter and documents concerning Item 1-M, ID18-1302, the Side Letter between the City of Fresno and FCEA, specifically the new Police Support job classifications and reclassification of Administrative Clerks working in the Police Records Bureau.

I am submitting the attached letter and will be speaking at Thursday's City Council Meeting as a longtime employee at the Police Department, longtime member of the Fresno City Employees Association, and as an advocate for the FCEA Members working in Police Records.

Please let me know if you have any questions or need additional information.

Dee Barnes

(559) 621-2057 work

(559) 779-1981 cell

dee.barnes@comcast.net

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Dee Barnes

*3730 Kenmore Dr North
Fresno, CA 93703*

November 4, 2018

Mayor Lee Brand and Fresno City Council
2600 Fresno Street
Fresno, California 93721-3600

RE: November 8, 2018 City Council Agenda – Item 1-M ID18-1302
Side Letter between the City of Fresno and FCEA – New Police Support Classifications

Dear Mayor Brand and City Council Members:

I am writing this letter as a 21 year non-sworn member of the Fresno Police Department and longtime member of the Fresno City Employees Association.

The intent of my letter is ***not*** to delay the implementation of any aspects of the side letter being presented to Council regarding the implementation of the Class and Comp Equity Adjustments or the reclassification of the Administrative and Senior Administrative Clerks assigned to the Police Department Records Bureau.

I am respectfully asking you to acknowledge the unfair treatment of the Clerks assigned to the Records Bureau and direct City Staff to meet with the Police Department and the Fresno City Employees Association to find a fair and equitable resolution that addresses **the lack of transparency and stall tactics that resulted in these employees receiving an unfair equity increase and losing eleven months at the higher salary.**

I have outlined the timetable below and listed many of the reasons why you should recognize the poor treatment of many longtime dedicated employees that have been faithfully performing their assigned duties and serving Citizens and Employees. Many of their duties have a very direct impact on the safety of citizens and public safety employees. They are tasked with specialized duties directly related to the handling of confidential police reports and records, preparation of case documents for trial, timely and accurate entry of stolen vehicles, guns, etc. into the California Law Enforcement Telecommunication System (CLETS), and numerous other duties related to Public Safety.

- 2006-2007 - Fox & Lawsen was hired by the City to conduct an extensive city-wide Class and Comp Study. The Consultants agreed with FCEA that Administrative Clerks working in Police Records should be reclassified to Police Administrative Support Assistants and Technicians. They completed job specifications, but did not complete the compensation study.
- 2008 – The Recession started.
- 2009 – 2011 – FCEA lost over 300 positions due to the work force reduction.

- 2010 – 2012 – FCEA members accepted a 2% furlough salary cut
- 2011 – FCEA Members voluntarily took a 3% salary cut to help the City.
- 2012 – FCEA Members received 1% back from the salary cut
- 2013 – FCEA Members went back to earning what they did in July 2010
- 2016 – FCEA requested that the City continue with the Records Reclass and look at pay equity for Administrative Clerks, Customer Service Clerks, and Call Center Representative. **The City proposed** an addition to our FY2017 MOU that they conduct a Class & Comp Study with **an expectation that the study will be completed before June 30, 2017.** We received the compensation on the Benchmarked Positions in May 2017.
- November 16, 2017 – FCEA received the Modification of Units memo from Jeff Cardell regarding the 2 new Police Support Services classifications
- November 30, 2017 – FCEA notified Labor Relations we wanted to meet regarding the new classifications. FCEA believed that the proposed salary amounts were too low. The City was proposing 13% on the base salary which did not include the Records Incentive of \$1,200 per year which equates to \$100 per month. ***Actual salary increase equates to 9%. Even the Police Department had suggested a 15% increase.***
- FCEA refused to accept the city's proposed salary since they stated the new Records positions would not be included in the Class & Comp Study since the reclass put them at the ideal salary. However, the City provided NO documentation. There would be no recourse if FCEA agreed to original proposal.
- FCEA provided documentation showing other agencies paid higher salaries. Continued to request documentation from City.
- May 22, 2017 – City provided spreadsheet showing 4 pages of FCEA job classifications indicating "Ideally Recommended Increase" and "Proposed Equity Increase." City was now including Records Reclass in the Class & Comp. Continuing to show Ideal & Proposed as the same increase. Ignored FCEA's repeated requests for documentation on proposed salary.
- July 3, 2018 – City suddenly revised the Ideally Recommended Increases from 13.9% to 15.69% for Police Support Services Clerk and 13.31% to 16.25% for Technicians. Still did not provide any documentation or admit to FCEA that they had been wrong with original amounts.
- FCEA never agreed to include the Records Reclass in the comprehensive class and comp study and asked the City to move forward with the Records Reclass.
- Labor Relations Ken Phillips was told that FCEA would have signed off immediately if the City had ever admitted the Ideal Increase should be higher, but that they were proposing an immediate equity adjustment of 13.09% and 13.31% and would include those classes in the comprehensive study. Instead, the city failed to provide any documentation, stalled for almost one full year, and is refusing to consider any retroactive pay.

- From the very beginning, the Police Department and FCEA wanted the Administrative Clerks working in the Police Records Bureau to receive pay in line with the Call Center Representatives, but the City refused. Even with the Reclass, Police Records Clerks will still be earning LESS than Call Center Representatives **AND** at the last 2 meetings with the City, we were told that the City agreed to pay the Customer Service Representatives the same as the Call Center Representatives.
- Proposed Salary as of November 12, 2018:
 - \$3,766 Customer Service Clerk **AND** Call Center Representative
 - \$3,604 Police Support Services Clerk (**\$162 LESS**)

 - \$4,305 Senior Customer Service Clerk **AND** Senior Call Center Rep
 - \$3,953 Police Support Services Technician (**\$352 LESS**)
- Yes, FCEA Leadership did agree to the Side Letter, but our Team did not believe we had any other options. Personnel has a long track record of using tactics to prolong negotiations knowing that the longer it takes, the more money the city saves and that most employee groups will finally give in or lose even more money.
- The entire team believed it was wrong to include the cost of the Records Reclass in with the comprehensive Class & Comp because the Records Reclass should have been finished in December 2017, long before the Class & Comp spreadsheet was presented. When 2 CFPEA positions received significant raises in April 2018, those amounts were NOT included in the costing of the CFPEA Classification & Compensation adjustments approved by Council in July 2018. The Personnel Department is including the cost of the Records Reclass in the costing report to make the overall amount appear more generous.

Please consider that the Reclassification Process was started back in 2006, but placed on hold due to the Recession and massive workforce reduction. Please consider how FCEA Members helped the City survive the Recession and Economic Downturn.

Please consider that the employees in the Records Bureau have been underpaid for years, but based on the City's own proposal have been **working out of class and underpaid since November 2017**.

Please direct City Staff to negotiate some form of retroactive compensation considering the fact that even the City now admits they low-balled the initial salary amounts. The Police Department had actually included significant raises for Records Personnel in their FY2018 budget.

Please direct City Staff to correct the salary inequity between the Police Support Services classifications and the Customer Services Clerks and Call Center Representatives.

Please do not delay the implementation of the current Side Letter, but please direct City Staff to make things right and bring back another side letter agreement.

Letter to Council Members
November 4, 2018 – FCEA Records Reclass
Page 4 of 4

Please see attachments documenting the history of the Record Reclass and Classification and Compensation negotiations.

I have also attached a copy of a memo that was signed by 20 FCEA Members working in the Police Records Bureau asking that FCEA file a grievance. Based on information presented at a meeting on 9/12/18, it was decided to wait on the grievance since an agreement with the City seemed imminent and the employees were hoping there might be an agreement that would include at least some retro pay.

Sincerely,



Dee Barnes
FCEA Member and Advocate for FCEA Members working in Police Records

Cc: City Manager Wilma Quan-Schechter
Police Chief Jerry Dyer
Fresno City Employee Association

Attachments

- Exhibit A – 2006-2007 Fox & Lawson PD Support Class Specifications
- Exhibit B – 10/3/2016 Class & Comp Study MOU provision
- Exhibit C – 11/16/2017 Modification of Units Memo
- Exhibit D – December 2017 emails of Support from Chief Dyer
- Exhibit E – 3/1/2018 email to Ken Phillips (Visalia & Stockton salaries)
- Exhibit F – 5/22/2018 Original Compensation Equity Spreadsheet
- Exhibit G – 7/3/2018 Spreadsheet showing increased % for Records
- Exhibit H – Records Clerks' Incentive MOU provision
- Exhibit I – Unit 3 proposed salaries effective November 12, 2018
- Exhibit J – Memo signed by Admin Clerks in Police Records Bureau

Dee Barnes

From: Dee Barnes
Sent: Thursday, March 01, 2018 1:05 PM
To: Kenneth Phillips; TJ Miller
Cc: Maribel Escareno; maribelescareno.fcea@yahoo.com; tony@goyette-assoc.com; Sam Frank; sammyfrank@hotmail.com; fcea@sbcglobal.net
Subject: information on Police Records Clerks
Attachments: Salary comparisons - Stockton, Visalia, other city jobs.pdf; Stockton - Police Records Assistant I.pdf; Stockton - Police Records Assistant III.pdf; Visalia - Police Records Specialist.pdf; Visalia - Senior Police Records Specialist.pdf; Visalia - Lead Police Records Specialist.pdf; Stockton - Police Records Assistant II.pdf

Ken –

Here is that information I mentioned on Tuesday.
As you can see, Stockton and Visalia pay is quite a bit higher.

The comparison document also shows that the Police Records Supervisor earns more than the supervisors for Customer Service Clerks and Call Center Representatives, but the city still wants the Records Clerks to make less than Call Center Representatives.

Dee Barnes

Past President FCEA
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**Salary Comparisons - New Police Job Class against Stockton,
Visalia, and other City Positions**

JOB TITLE		START SALARY	TOP SALARY
CITY OF FRESNO - Police Records Bureau			
Records Supervisor	115045e	4,264	5,162
Administrative Clerk I	110001	2,125	2,561
Administrative Clerk II	110002	2,333	2,815
Senior Administrative Clerk	110003	2,561	3,090
CITY OF FRESNO - PROPOSED NEW CLASS			
Police Support Clerk		2,934	3,516
Police Support Technician		3,210	3,856
CITY OF VISALIA			
Police Records Specialist		2,910	3,658
Senior Police Records Specialist		3,277	4,120
Lead Police Records Specialist		3,695	4,645
CITY OF STOCKTON			
Police Records Assistant I		3,174	4,074
Police Records Assistant II		3,414	4,384
Police Records Assistant III		3,680	4,725
Senior Police Records Assistant		4,158	5,337
CITY OF FRESNO			
Call Center Supervisor	115073e	3,908	4,725
Call Center Representative I	115070	2,521	3,041
Call Center Representative II	115071	2,772	3,343
Senior Call Center Representative	115072	3,158	3,837
Revenue Supervisor	135025e	3,908	4,725
Customer Services Clerk I	115060	2,298	2,772
Customer Services Clerk II	115061	2,521	3,041
Senior Customer Services Clerk	115062	2,772	3,343
CITY OF FRESNO - City Clerk's Office			
Senior Records Clerk (NOT PD)	110101	2,683	3,238



LEAD POLICE RECORDS SPECIALIST

Class Code:
31455

Bargaining Unit: Miscellaneous - Carpenter's
Union

CITY OF VISALIA
Established Date: Jun 13, 2007
Revision Date: Jun 14, 2007

SALARY RANGE

\$21.31 - \$26.79 Hourly
\$1,705.00 - \$2,143.46 Biweekly
\$3,694.17 - \$4,644.16 Monthly
\$44,330.04 - \$55,729.92 Annually

DESCRIPTION:

JOB TITLE: Lead Police Records Specialist

DEPARTMENT: Police

BASIC FUNCTION: Under general supervision, performs the full range of Senior Police Records Specialist duties and provides lead supervision to the public records unit. Performs related responsibilities as required

DISTINGUISHING CHARACTERISTICS: In addition to being a full advanced journey-level position, incumbents are expected to provide lead supervision to Records Unit staff. Positions in this class may be filled by advancement from the Senior Police Records Specialists. This class may be distinguished from the class of Senior Police Records Specialist by the lead and training responsibilities. Incumbents are required to have a thorough knowledge of a body of technical information beyond normal department policies and procedures; the use of independent decision making in applying the body of technical information to perform an important department function; and complete responsibility for the function with review by management only on overall results. Employees in this position must be available on a 24-hour basis and be available to work any shift to allow for 7-days-a-week.

EXAMPLES OF DUTIES:

KEY RESPONSIBILITIES:

- Assists the records supervisor by scheduling, training and performing lead supervisory responsibilities as required.
- Builds and maintains positive working relationships with co-workers, other city employees and the public using principles of good customer service.
- Provides direction to staff of Records Unit by acting as a resource for personnel, and may act as unit supervisor in the absence of Police Records Supervisor.
- Trains new personnel in the various duties of the Records Unit.
- Assists in ensuring security and confidentiality of records in accordance with Department policy and Department of Justice regulations.
- Checks quality control for alert entries on the automated police records management system.



SENIOR POLICE RECORDS SPECIALIST

Class Code:
31820

Bargaining Unit: Miscellaneous - Carpenter's
Union

CITY OF VISALIA
Established Date: Jun 1, 1991
Revision Date: Apr 20, 2006

SALARY RANGE

\$18.90 - \$23.76 Hourly
\$1,512.29 - \$1,901.19 Biweekly
\$3,276.63 - \$4,119.25 Monthly
\$39,319.56 - \$49,431.00 Annually

DESCRIPTION:

TITLE: Senior Police Records Specialist

DEPARTMENT: Police

BASIC FUNCTION:

Under general supervision, performs complex and specialized office, secretarial and police records duties in the retrieval and maintenance of information for the public and other law enforcement agencies. Performs related responsibilities as required.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey-level position for employees who are required to have police records skills. Positions in this class may be filled by advancement from the Police Records Specialists. Positions in this class should have a thorough knowledge of a body of technical information beyond normal department policies and procedures; the use of independent judgment in applying the body of technical information in performing an important department function; and complete responsibility for the function with review by management only on overall results. Employees in this position must be available on a 24-hour basis and be available to work any shift to allow for 7-day-a-week, 18-hour coverage.

EXAMPLES OF DUTIES:

KEY RESPONSIBILITIES: (May include, but are not limited to:)

- Transcribe from dictaphone tapes or rough draft, complex police reports; compile documents for District Attorney's Office for arraignments and assurance of complaints in criminal proceedings.
- Provide outside agencies and the press with various reports and information after determining the information may be released.
- Independently compose correspondence related to responsibilities assigned.
- Type confidential memos, letters, forms, and word-to-word statements from tape, rough draft, or shorthand notes on word processor and typewriter.
- Respond to complaints and requests for information on regulations, procedures, systems and precedents relating to responsibilities assigned.

KEY RESPONSIBILITIES:

- Maintain knowledge of and prepare confidential and complex search warrants.



POLICE RECORDS SPECIALIST

Class Code:
31595

Bargaining Unit: Miscellaneous - Carpenter's
Union

CITY OF VISALIA
Established Date: Feb 1, 1988
Revision Date: Mar 30, 2006

SALARY RANGE

\$16.78 - \$21.10 Hourly
\$1,342.70 - \$1,687.99 Biweekly
\$2,909.19 - \$3,657.32 Monthly
\$34,910.28 - \$43,887.84 Annually

DESCRIPTION:

JOB TITLE: Police Records Specialist

DEPARTMENT: Police

BASIC FUNCTION:

Under general supervision, retrieves and maintains police record information for the public and other governmental agencies. Performs related responsibilities as required.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level position for employees who are required to have records maintenance skills. Incumbents work within a framework of established procedures and are expected to perform the full range of record maintenance skills, including handling all applicable equipment to respond to calls for assistance and training less experienced personnel. Adequate performance at this level requires the knowledge of Department procedures and precedence and the ability to choose among a number of alternatives in solving routine problems.

Incumbents in this classification are expected to work shifts which include nights, weekends, and holidays.

EXAMPLES OF DUTIES:

KEY RESPONSIBILITIES:

- Transcribe Police Officer's and Detectives' reports from tapes; transcribe memos and other materials.
- Types dispositions on arrests and warrants and forwards dispositions, booking reports and other documents to District Attorney's office or courts.
- Produces reports using this information for the public, court, City Attorney, other law enforcement agencies, and other City agencies, including typing, transcribing and copying.
- Receives telephone calls; refers inquiries as appropriate; responds to complaints and requests for information.
- Logs crime and traffic accident reports.
- Assists public at counter; interprets and utilizes governing laws to release or withhold information from police reports.
- Processes fees for parking fines, fix it tickets, alarm permits, vehicle releases and reports.
- Receives, sorts and distributes incoming and outgoing correspondence.



Police Records Assistant III

Class Code:
15698

Bargaining Unit: SCEA - Administrative,
Clerical and Services

CITY OF STOCKTON
Revision Date: Nov 22, 2004

SALARY RANGE

\$21.23 - \$27.26 Hourly
\$3,679.56 - \$4,724.32 Monthly
\$44,154.72 - \$56,691.84 Annually

FLSA:

Non-Exempt

DEFINITION:

Under general supervision, performs varied office support work related to police records functions; performs related work as assigned.

CLASS CHARACTERISTICS:

Police Records Assistant I: This is the entry level class of the Police Records Assistant series. Initially under close supervision, incumbents learn Police Department and City policies and procedures. As experience is gained there is greater independence of action with established guidelines. This class is alternately staffed with Police Records Assistant II and incumbents may advance to the higher level after successfully completing a one year probationary period and gaining one additional year of experience and demonstrating proficiency which meet the qualifications of the higher level class.

Police Records Assistant II is the journey level class of this series, fully competent to independently perform a variety of police office support duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. This class is distinguished from the Police Records Assistant III in that the latter exercises independent judgment and discretion in the handling of personnel assigned to the Records, Telephone Reporting, or Property Units.

Police Records Assistant III is the lead-level class in this class series, fully competent to independently perform a variety of police office support duties, and the handling of the most complex and difficult assignments. Performs as primary trainer for new employees; functions as shift supervisor when necessary; and performs related work as assigned.

PRINCIPAL DUTIES (ILLUSTRATIVE ONLY):

1. Trains new police record assistants and part-time employees; assists with performance evaluations and training updates for current employees.
2. Receives non-emergency calls from citizens reporting crimes; refers callers to appropriate staff or other agencies for handling or records for actual information.
3. Types reports of crimes and prepares a daily report of crime information collected; prepares a tally sheet of calls received for statistical purposes.



Police Records Assistant II

Class Code:
15851

Bargaining Unit: SCEA - Administrative,
Clerical and Services

CITY OF STOCKTON
Revision Date: Nov 17, 2004

SALARY RANGE

\$19.69 - \$25.29 Hourly
\$3,413.72 - \$4,383.07 Monthly
\$40,964.64 - \$52,596.84 Annually

FLSA:

Non-Exempt

DEFINITION:

Under general supervision, performs varied office support work related to police records functions; performs related work as assigned.

CLASS CHARACTERISTICS:

Police Records Assistant I: This is the entry level class of the Police Records Assistant series. Initially under close supervision, incumbents learn Police Department and City policies and procedures. As experience is gained there is greater independence of action with established guidelines. This class is alternately staffed with Police Records Assistant II and incumbents may advance to the higher level after successfully completing a one year probationary period and gaining one additional year of experience and demonstrating proficiency which meet the qualifications of the higher level class.

Police Records Assistant II is the journey level class of this series, fully competent to independently perform a variety of police office support duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. This class is distinguished from the Police Records Assistant III in that the latter exercises independent judgment and discretion in the handling of personnel assigned to the Records, Telephone Reporting, or Property Units.

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1. Trains new police record assistants and part-time employees; assists with performance evaluations and training updates for current employees.
2. Receives non-emergency calls from citizens reporting crimes; refers callers to appropriate staff or other agencies for handling or records for actual information.
3. Types reports of crimes and prepares a daily report of crime information collected; prepares a tally sheet of calls received for statistical purposes.



Police Records Assistant I

Class Code:
15910

Bargaining Unit: SCEA - Administrative,
Clerical and Services

CITY OF STOCKTON
Revision Date: Nov 17, 2004

SALARY RANGE

\$18.31 - \$23.50 Hourly
\$3,173.86 - \$4,073.97 Monthly
\$38,086.32 - \$48,887.64 Annually

FLSA:

Non-Exempt

DEFINITION:

Under general supervision, performs varied office support work related to police records functions; performs related work as assigned.

CLASS CHARACTERISTICS:

Police Records Assistant I: This is the entry level class of the Police Records Assistant series. Initially under close supervision, incumbents learn Police Department and City policies and procedures. As experience is gained there is greater independence of action with established guidelines. This class is alternately staffed with Police Records Assistant II and incumbents may advance to the higher level after successfully completing a one year probationary period and gaining one additional year of experience and demonstrating proficiency which meet the qualifications of the higher level class.

Police Records Assistant II is the journey level class of this series, fully competent to independently perform a variety of police office support duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. This class is distinguished from the Police Records Assistant III in that the latter exercises independent judgment and discretion in the handling of personnel assigned to the Records, Telephone Reporting, or Property Units.

Police Records Assistant III is the lead-level class in this class series, fully competent to independently perform a variety of police office support duties, and the handling of the most complex and difficult assignments. Performs as primary trainer for new employees; functions as shift supervisor when necessary; and performs related work as assigned.

PRINCIPAL DUTIES (ILLUSTRATIVE ONLY):

1. Trains new police record assistants and part-time employees; assists with performance evaluations and training updates for current employees.
2. Receives non-emergency calls from citizens reporting crimes; refers callers to appropriate staff or other agencies for handling or records for actual information.
3. Types reports of crimes and prepares a daily report of crime information collected; prepares a tally sheet of calls received for statistical purposes.

EXHIBIT 3

Unit 3 – Non-Supervisory White Collar (FCEA), effective ~~June 25, 2018~~ November 12, 2018

CLASS TITLE	JOB CODE	PROB PER	A	B	C	D	E	F
Law Office Assistant	115021	12	3702	3881	4071	4269	4476	-
Network Systems Specialist	125030	12	5460	5721	5998	6284	6589	-
PAR Program Specialist	410023	12	3291	3444	3604	3775	3953	-
Paratransit Specialist	320005	12	3506 3425	3671 3586	3844 3755	4018 3925	4206 4109	-
Parking Controller I	710120 ⁴	12 ⁴	2575	2680	2792	2902	3026	-
Parking Controller II	710121 ⁴	12 ⁴	2799	2917	3037	3160	3305	-
Parking Controller III	710122	12	3037	3160	3305	3438	3587	-
Phlebotomist	410007	12	3122	3270	3421	3581	3748	-
Planner I	220005 ³	6 ³	4038	4221	4423	4635	4857	-
Planner II	220006 ³	12 ³	4724	4983	5225	5475	5737	-
Plans and Permit Technician	220002	12	4362 4115	4567 4308	4775 4504	5008 4724	5247 4950	-
Plans Examiner	210041	12	4910 4743	5133 4959	5380 5198	5643 5452	5910 5710	-
Police Data Transcriptionist	115035	12	3612 3187	3778 3334	3954 3489	4137 3654	4332 3823	-
Police Support Services Clerk	<u>115043</u>	<u>12</u>	<u>3008</u>	<u>3146</u>	<u>3291</u>	<u>3444</u>	<u>3604</u>	<u>13³</u> 3187
Police Support Services Technician	<u>115044</u>	<u>12</u>	<u>3291</u>	<u>3444</u>	<u>3604</u>	<u>3775</u>	<u>3953</u>	<u>13³</u> 3487
Principal Account Clerk	130004	12	3435	3597	3766	3940	4127	-
Procurement Specialist	140002	12	4398	4607	4825	5054	5297	-
Program Compliance Officer	640026	12	3760	3945	4137	4339	4551	-
Programmer/Analyst I	125020 ⁴	12 ⁴	4145	4338	4544	4762	4988	-
Programmer/Analyst II	125021 ⁴	12 ⁴	4870	5100	5345	5600	5871	-
Programmer/Analyst III	125022	12	5460	5721	5998	6284	6589	-
Programmer/Analyst IV	125023	12	5851	6136	6433	6740	7065	-
Property & Evidence Technician	145010	12	3615	3784	3962	4150	4344	-
Radio Dispatcher	120015	12	3231 3045	3376 3182	3517 3345	3672 3461	3823 3603	-
Rangemaster/Armorer	410035	12	4458	4670	4891	5127	5370	-
Real Estate Finance Specialist I	170001 ⁴	12 ⁴	3684	3857	4033	4225	4425	-
Real Estate Finance Specialist II	170002 ⁴	12 ⁴	4195	4394	4603	4820	5049	-

³ This class is in a flexibly-staffed series which allows an employee to "flex" to the journey level after six months of satisfactory service for a total probationary period of twelve months. In those cases in which an employee is hired at the journey level, twelve months of satisfactory service is required.

EXHIBIT 3
Unit 3 – Non-Supervisory White Collar (FCEA), effective ~~June 25, 2018~~ November 12, 2018

CLASS TITLE	JOB CODE	PROB PER	A	B	C	D	E	F
Account Clerk I	130001 ³	6 ³	2623	2742	2866	3000	3141	-
Account Clerk II	130002 ³	12 ³	2866	3000	3141	3283	3435	-
Accountant-Auditor I	130011 ⁴	12 ⁴	3857	4033	4220	4425	4633	-
Accountant-Auditor II	130012 ⁴	12 ⁴	4466	4672	4900	5133	5376	-
Accounting Technician	130010	12	3435	3597	3766	3940	4127	-
Administrative Clerk I	110001 ³	6 ³	2434	2547	2660	2783	2910	-
Administrative Clerk II	110002 ³	12 ³	2660	2783	2910	3045	3187	-
Airports Operations Officer	310006	12	3863 3837	4050 4023	4248 4220	4456 4426	4671 4640	-
Airports Property Specialist I	175001 ⁴	12 ⁴	4545	4764	4991	5226	5479	-
Airports Property Specialist II	175002 ⁴	12 ⁴	5267	5519	5785	6059	6353	-
Associate Electrical Safety Consultant I	230022	12	5079	5320	5576	5839	6121	-
Associate Electrical Safety Consultant II	230023	12	5320	5576	5839	6121	6417	-
Associate Environmental & Safety Consultant I	230003	12	5079	5320	5576	5839	6121	-
Associate Environmental & Safety Consultant II	230004	12	5320	5576	5839	6121	6417	-
Associate Plumbing & Mechanical Consultant I	230012	12	5079	5320	5576	5839	6121	-
Associate Plumbing & Mechanical Consultant II	230013	12	5320	5576	5839	6121	6417	-
Billing System Specialist	125075	12	3856 3425	4037 3586	4228 3755	4419 3925	4626 4109	-
Budget Technician	135005	12	3489	3651	3823	4002	4192	-
Building Inspector I	230007 ⁴	12 ⁴	4848	5079	5320	5576	5839	-
Building Inspector II	230008 ⁴	12 ⁴	5079	5320	5576	5839	6121	-
Building Inspector III	230009	12	5320	5576	5839	6121	6417	-

³ This class is in a flexibly-staffed series which allows an employee to “flex” to the journey level after six months of satisfactory service for a total probationary period of twelve months. In those cases in which an employee is hired at the journey level, twelve months of satisfactory service is required.

⁴ This class is in a flexibly-staffed series, which requires one year of satisfactory service before an employee can “flex” to the journey level. Employees in classes that require one year of service for flexing will not serve an additional probationary period at the journey level.

6/25/2018 11/12/2018 Fifth- Seventh Council Amendment
 Supersedes Original

EXHIBIT 3

Unit 3 – Non-Supervisory White Collar (FCEA), effective September 3, 2018 November 12, 2018

CLASS TITLE	JOB CODE	PROB PER	A	B	C	D	E	F
Call Center Representative I	115070 ³	6 ³	2866	3000	3147	3283	3435	-
Call Center Representative II	115071 ³	12 ³	3141	3283	3435	3597	3766	-
Central Printing Clerk	120005	12	2660	2783	2910	3045	3187	-
City Records Specialist	115025	12	3489	3651	3823	4002	4192	-
Commercial Building Inspector	230015	12	5079	5320	5576	5839	6121	-
Community Recreation Assistant	520010	12	2896	3026	3152	3278	3423	-
Community Revitalization Specialist	230053	12	4731	4959	5198	5481	5710	-
Community Revitalization Technician	230059	12	3291	3444	3604	3775	3953	-
Community Services Officer I	410025 ⁴	12 ⁴	3008	3146	3291	3444	3604	-
Community Services Officer II	410026 ⁴	12 ⁴	3291	3444	3604	3775	3953	-
Computer Systems Specialist I	125010 ⁴	12 ⁴	4145	4338	4544	4762	4988	-
Computer Systems Specialist II	125011 ⁴	12 ⁴	4870	5100	5345	5600	5871	-
Computer Systems Specialist III	125012	12	5460	5721	5998	6284	6589	-
Construction Compliance Specialist	150055	12	4057	4242	4444	4656	4874	-
Crime Scene Technician I	410010 ⁴	12 ⁴	3882	4064	4255	4458	4670	-
Crime Scene Technician II	410011 ⁴	12 ⁴	4255	4458	4670	4891	5127	-
Crime Specialist	410008	12	4870	5100	5345	5600	5871	-
Customer Services Clerk I	115060 ³	6 ³	2869 2623	2999 2742	3135 2866	3281 3000	3435 3144	9.367
Customer Services Clerk II	115061 ³	12 ³	3142 2866	3289 3000	3444 3144	3600 3283	3766 3435	9.647
Deputy City Clerk	115028*	12	3045	3187	3334	3489	3651	-
Development Services Coordinator	230057	12	4724	4983	5225	5475	5737	-
Digital Forensics Analyst	410050	12	6256	6569	6897	7241	7603	-
Emergency Services Dispatcher I	410001 ⁵	12 ⁵	3638	3785	3942	4123	4296	-
Emergency Services Dispatcher II	410002 ⁵	12 ⁵	4000 3897	4189 4081	4389 4276	4596 4478	4806 4683	-
Emergency Services Dispatcher III	410003	12	4471 4356	4676 4556	4903 4777	5129 4997	5372 5234	-

³ This class is in a flexibly-staffed series which allows an employee to "flex" to the journey level after six months of satisfactory service for a total probationary period of twelve months. In those cases in which an employee is hired at the journey level, twelve months of satisfactory service is required.

⁴ This class is in a flexibly-staffed series, which requires one year of satisfactory service before an employee can "flex" to the journey level. Employees in classes that require one year of service for flexing will not serve an additional probationary period at the journey level.

⁵ This class is in a flexibly-staffed series. The probationary period for employees in the Emergency Services Dispatcher I class shall be up to 18 months, at the discretion of management. An employee in this series must serve a minimum one year probationary period.

* New class effective July 23, 2018

SEE APPENDIX FOR FOOTNOTES

EXHIBIT 3

Unit 3 – Non-Supervisory White Collar (FCEA), effective ~~June 25, 2018~~ November 12, 2018

CLASS TITLE	JOB CODE	PROB PER	A	B	C	D	E	F
Engineer I	210015 ⁴	12 ⁴	4614	4830	5058	5302	5546	-
Engineer II	210016 ⁴	12 ⁴	5339	5584	5852	6128	6436	-
Engineering Aide I	210001 ³	6 ³	3037	3171	3317	3471	3636	-
Engineering Aide II	210002 ³	12 ³	3488	3651	3816	3994	4188	-
Engineering Inspector I	230075 ⁴	12 ⁴	4500	4729	4942	5175	5426	-
Engineering Inspector II	230076 ⁴	12 ⁴	4918	5150	5398	5656	5927	-
Engineering Technician I	210005 ⁴	12 ⁴	3567	3734	3914	4089	4281	-
Engineering Technician II	210006 ⁴	12 ⁴	3994	4188	4382	4586	4806	-
Environmental Control Officer	620001	12	4557 4444	4774 4653	4995 4868	5233 5100	5480 5344	-
Facilities Construction Specialist	230085	12	4656	4873	5106	5348	5605	-
Fire Prevention Inspector I	420001 ⁴	12 ⁴	4115	4308	4504	4724	4950	-
Fire Prevention Inspector II	420002 ⁴	12 ⁴	4743	4959	5198	5452	5710	-
Fleet Operations Specialist	710105	12	4351 4312	4554 4513	4773 4730	4998 4953	5238 5194	-
Geographic Information System (GIS) Specialist	125025	12	5460	5721	5998	6284	6589	-
Graphics Technician	120013	12	3746	3927	4119	4318	4529	-
Helicopter Pilot	410033	12	5706	5984	6279	6586	6910	-
Housing Rehabilitation Specialist	230056	12	4717 4623	4947 4848	5191 5087	5445 5336	5710 5596	-
Industrial/Commercial Water Conservation Representative	610015	12	4564 4444	4782 4653	5003 4868	5241 5100	5489 5344	-
Inorganic Chemist	620020	12	4619 4503	4842 4720	5072 4944	5314 5180	5567 5427	-
Laboratory Assistant	620010	12	3185 3122	3336 3270	3490 3421	3653 3581	3823 3748	-
Laboratory Technician I	620011 ⁴	12 ⁴	3829 3748	4008 3924	4197 4109	4394 4301	4600 4503	-
Laboratory Technician II	620012 ⁴	12 ⁴	4206 4109	4402 4304	4609 4503	4831 4720	5060 4944	-
Landscape Water Conservation Specialist	610005	12	4551 4339	4767 4545	4995 4763	5232 4989	5480 5225	-

³ This class is in a flexibly-staffed series which allows an employee to "flex" to the journey level after six months of satisfactory service for a total probationary period of twelve months. In those cases in which an employee is hired at the journey level, twelve months of satisfactory service is required.

EXHIBIT 3

Unit 3 – Non-Supervisory White Collar (FCEA), effective ~~June 25, 2018~~ November 12, 2018

CLASS TITLE	JOB CODE	PROB PER	A	B	C	D	E	F
Recreation Specialist	520005	12	3503	3665	3837	4018	4206	-
Retirement Counselor I	135050 ⁴	12 ⁴	3500 3435	3665 3597	3838 3766	4017 3942	4206 4127	-
Retirement Counselor II	135051 ⁴	12 ⁴	3848 3766	4028 3942	4217 4127	4416 4322	4626 4528	-
Safety and Training Specialist	150050	12	4109	4309	4521	4742	4974	-
Secretary	110050	12	3187	3334	3489	3651	3823	-
Senior Account Clerk	130003	12	3141	3283	3435	3597	3766	-
Senior Administrative Clerk	110003	12	2910	3045	3187	3334	3489	-
Senior Call Center Representative	115072	12	3563	3734	3915	4105	4305	-
Senior Commercial Building Inspector	230016	12	5320	5576	5839	6121	6417	-
Senior Community Revitalization Specialist	230054	12	5304	5553	5812	6093	6389	-
Senior Community Services Officer	410027	12	3531	3695	3868	4048	4241	-
Senior Crime Scene Technician	410012	12	4458	4670	4891	5127	5370	-
Senior Customer Services Clerk	115062	12	3591 3141	3753 3283	3927 3436	4112 3597	4305 3766	1437
Senior Deputy City Clerk	115029*	12	3489	3651	3823	4002	4192	-
Senior Engineering Technician	210007	12	4614	4830	5058	5302	5546	-
Senior Fire Prevention Inspector	420003	12	5304	5553	5812	6093	6389	-
Senior Laboratory Technician	620013	12	4688 4503	4914 4720	5147 4944	5392 5180	5649 5427	-
Senior Network Systems Specialist	125031	12	6483 5854	6799 6136	7128 6433	7468 6740	7829 7065	-
Senior Plans Examiner	210042	12	5437 5304	5692 5553	5958 5812	6246 6093	6549 6389	-
Senior Procurement Specialist	140003	12	4825	5054	5297	5550	5813	-
Senior Property & Evidence Technician	145011	12	3962	4150	4344	4548	4767	-
Senior Records Clerk	110101	12	3045	3187	3334	3489	3651	-
Senior Secretary	110051	12	3489	3651	3823	4002	4192	-

⁴ This class is in a flexibly-staffed series, which requires one year of satisfactory service before an employee can "flex" to the journey level. Employees in classes that require one year of service for flexing will not serve an additional probationary period at the journey level.

* New class effective July 23, 2018

EXHIBIT 3

Unit 3 – Non-Supervisory White Collar (FCEA) , effective ~~June 25, 2018~~ November 12, 2018

CLASS TITLE	JOB CODE	PROB PER	A	B	C	D	E	F
Senior Storeskeeper	145002	12	3615	3784	3962	4150	4344	-
Senior Utility Service Representative	230092	12	3846 3665	4027 3837	4217 4018	4414 4206	4626 4408	-
Senior Water Systems Telemetry & Distributed Control Specialist	610022	12	6483 5851	6799 6136	7074 6384	7468 6740	7829 7065	-
Staff Assistant	150001	12	3425	3586	3755	3925	4109	-
Storeskeeper	145001	12	3475 3300	3638 3455	3806 3615	3984 3784	4172 3962	-
Survey Party Technician	210030	12	3994	4188	4382	4586	4806	-
Tax/Permit Inspector	135001	12	4113	4307	4503	4724	4949	-
Traffic Signal Operations Specialist	710150	12	5897 5460	6179 5721	6478 5998	6787 6284	7117 6589	-
Transit Scheduler	320049	12	5897 5460	6179 5721	6478 5998	6787 6284	7117 6589	-
Tree Program Specialist	510015	12	4350 4339	4556 4545	4775 4763	5001 4989	5238 5225	-
Utility Service Representative I	230090 ⁴	12 ⁴	3189 3057	3335 3197	3489 3344	3653 3502	3823 3665	-
Utility Service Representative II	230091 ⁴	12 ⁴	3500 3344	3665 3502	3836 3665	4016 3837	4205 4018	-
Wastewater Reclamation Coordinator	620035	12	4545	4764	4991	5226	5479	-
Water Conservation Representative	610001	12	3290	3444	3604	3774	3952	-
Water Systems Telemetry & Distributed Control Specialist	610021	12	5367 4870	5621 5100	5891 5345	6172 5600	6470 5871	-

⁴ This class is in a flexibly-staffed series, which requires one year of satisfactory service before an employee can "flex" to the journey level. Employees in classes that require one year of service for flexing will not serve an additional probationary period at the journey level.

~~6/25/2018~~ 11/12/2018 Fifth ~~Seventh~~ Council Amendment
Supersedes Original

particular outcome; only to continue to meet and confer on this subject during the term of this Agreement.

Z. CLASSIFICATION AND COMPENSATION STUDY

The City agrees to conduct a classification and compensation study with an expectation that the study will be completed before June 30, 2017. The City and FCEA will identify benchmark classifications and comparable agencies for study purposes within 45 days following Council approval of this MOU to commence the study.

FCEA CLASSIFICATION AND COMPENSATION SCENARIOS

CONFIDENTIAL

Base Data as of 3/28/2018

# of PCNs	Job Title	Proposed Job Title	Ideally Recommended Increase	Proposed Equity Increase	Notes
30	Senior Admin Clerk (Police Support Svcs Tech)	Police Support Services Technician	13.31%	13.31%	New Class
10	Admin Clerk II (Police Support Svcs Clerk)	Police Support Services Clerk	13.09%	13.09%	New Class
1	Billing System Specialist	Customer Service Billing Systems Specialist	12.57%	12.57%	
9	Senior Water Systems Telemetry & DC Spec	Senior SCADA Specialist	10.80%	10.80%	
2	Water Systems Telemetry & DC Specialist	SCADA Specialist	10.20%	10.20%	
3	Traffic Signal Operations Specialist	Traffic Signal Operations Spec	8.00%	8.00%	
1	Transit Scheduler	Transit Scheduler	8.00%	8.00%	
8	Radio Dispatcher	Radio Dispatcher	6.09%	6.09%	
2	Plans and Permit Technician	Plans and Permit Technician	6.00%	6.00%	
8	Storeskeeper	Storeskeeper	5.28%	5.28%	
1	Senior Utility Service Representative	Sr Utility Service Rep	4.93%	4.93%	
2	Landscape Water Conservation Specialist	Utilities Program Coordinator	4.87%	4.87%	
10	Utility Service Representative II	Utility Service Rep II	4.64%	4.64%	
0	Utility Service Representative I	Utility Service Rep I	4.31%	4.31%	Flex class; PCNs alloc at II level
5	Senior Network Systems Specialist	Senior Network Systems Specialist	4.09%	4.09%	
5	Plans Examiner	Plans Examiner	7.07%	3.50%	
1	Industrial/Commercial Water Conservation Rep	Utilities Program Coordinator	2.76%	2.76%	
74	Emergency Services Dispatcher II	Emergency Services Dispatcher II	10.53%	2.63%	
6	Environmental Control Officer	Environmental Control Officer	2.59%	2.59%	
2	Inorganic Chemist	Inorganic Chemist	2.57%	2.57%	
3	Senior Plans Examiner	Senior Plans Examiner	5.25%	2.50%	
0	Emergency Services Dispatcher I	Emergency Services Dispatcher I	9.52%	2.38%	Flex class; PCNs alloc at II level
1	Paratransit Specialist	Paratransit Specialist	2.35%	2.35%	
8	Laboratory Technician II	Laboratory Technician II	2.34%	2.34%	
4	Retirement Counselor II	Retirement Counselor II	2.16%	2.16%	
0	Laboratory Technician I	Laboratory Technician I	2.14%	2.14%	Flex class; PCNs alloc at II level
2	Housing Rehabilitation Specialist	Housing Rehabilitation Specialist	2.03%	2.03%	
1	Laboratory Assistant	Laboratory Assistant	2.00%	2.00%	
0	Retirement Counselor I	Retirement Counselor I	1.89%	1.89%	Flex class; PCNs alloc at II level
13	Emergency Services Dispatcher III	Emergency Services Dispatcher III	5.19%	1.50%	
1	Fleet Operations Specialist	Fleet Operations Specialist	0.89%	0.89%	
5	Airports Operations Officer	Airports Operations Officer	0.66%	0.66%	
1	Tree Program Specialist	Tree Program Specialist	0.24%	0.24%	

FCEA CLASS AND COMP
SUMMARY OF SCENARIOS

# of PCNs	Job Title	Proposed Job Title	Ideally Recommended Increase	Proposed Equity Increase	Notes
6	Account Clerk II	Accounting Clerk	1.13%	0.00%	
0	Accountant-Auditor I	Accountant-Auditor I	9.81%	0.00%	Flex class; PCNs alloc at II level
22	Accountant-Auditor II	Accountant-Auditor II	4.10%	0.00%	
7	Accounting Technician	Accounting Technician	1.89%	0.00%	
11	Administrative Clerk II	Administrative Clerk	9.01%	0.00%	
0	Airports Property Specialist II	Airports Property Specialist	0.00%	0.00%	No PCNs
1	Associate Electrical Safety Consultant I	Associate Electrical Safety Consultant I	4.39%	0.00%	
0	Associate Electrical Safety Consultant II	Associate Electrical Safety Consultant II	9.52%	0.00%	No PCNs
2	Associate Environmental & Safety Consultant I	Associate Environmental & Safety Consultant I	4.39%	0.00%	
2	Associate Environmental & Safety Consultant II	Associate Environmental & Safety Consultant II	9.52%	0.00%	
1	Associate Plumbing & Mechanical Consultant I	Associate Plumbing & Mechanical Consultant I	4.39%	0.00%	
1	Associate Plumbing & Mechanical Consultant II	Associate Plumbing & Mechanical Consultant II	9.52%	0.00%	
1	Budget Technician	Budget Technician	0.32%	0.00%	
0	Building Inspector I	Building Inspector I	0.00%	0.00%	Flex class; PCNs alloc at II level
9	Building Inspector II	Building Inspector II	4.39%	0.00%	
2	Building Inspector III	Building Inspector III	9.49%	0.00%	
4	Call Center Representative II	Customer Service Representative II	11.65%	0.00%	
1	Central Printing Clerk	Administrative Clerk	9.01%	0.00%	
1	City Records Specialist	Principal Administrative Clerk	0.32%	0.00%	
3	Commercial Building Inspector	Commercial Building Inspector	4.39%	0.00%	
4	Community Recreation Assistant	Community Recreation Assistant	20.87%	0.00%	
18	Community Revitalization Specialist	Community Revitalization Specialist	0.00%	0.00%	
16	Community Revitalization Technician	Community Revitalization Technician	0.00%	0.00%	
0	Community Services Officer I	Community Services Officer I	15.76%	0.00%	Flex class; PCNs alloc at II level
2	Community Services Officer II	Community Services Officer II	16.10%	0.00%	
11	Computer Systems Specialist II	Computer Systems Specialist	10.20%	0.00%	
8	Computer Systems Specialist III	Senior Computer Systems Specialist	8.00%	0.00%	
1	Construction Compliance Specialist	Construction Compliance Specialist	0.00%	0.00%	
0	Crime Scene Technician I	Crime Scene Technician I	0.00%	0.00%	Flex class; PCNs alloc at II level
12	Crime Scene Technician II	Crime Scene Technician II	0.00%	0.00%	
7	Crime Specialist	Crime Specialist	0.00%	0.00%	
36	Customer Services Clerk II	Customer Service Representative I	11.28%	0.00%	
1	Development Services Coordinator	Development Services Coordinator	5.00%	0.00%	

FCEA CLASS AND COMP
SUMMARY OF SCENARIOS

# of PCNs	Job Title	Proposed Job Title	Ideally Recommended Increase	Proposed Equity Increase	Notes
1	Digital Forensics Analyst	Digital Forensics Analyst	2.96%	0.00%	
0	Engineer I	Engineer I	18.50%	0.00%	Flex class; PCNs alloc at II level
15	Engineer II	Engineer II	12.33%	0.00%	
1	Engineering Aide II	Engineering Aide	3.35%	0.00%	
9	Engineering Inspector I	Engineering Inspector I	7.64%	0.00%	
10	Engineering Inspector II	Engineering Inspector II	7.83%	0.00%	
0	Engineering Technician I	Engineering Technician	11.23%	0.00%	Flex class; PCNs alloc at II level
3	Engineering Technician II	Engineering Specialist	8.98%	0.00%	
0	Facilities Construction Specialist	Facilities Construction Specialist	0.00%	0.00%	No PCNs
0	Fire Prevention Inspector I	Fire Prevention Inspector I	0.00%	0.00%	Flex class; PCNs alloc at II level
11	Fire Prevention Inspector II	Fire Prevention Inspector II	0.00%	0.00%	
9	Geographic Information System (GIS) Specialist	Geographic Information System (GIS) Specialist	8.00%	0.00%	
1	Graphics Technician	Graphics Technician	2.14%	0.00%	
0	Helicopter Pilot	Helicopter Pilot	4.71%	0.00%	No PCNs
0	Law Office Assistant	Law Office Assistant	3.34%	0.00%	No PCNs
11	Network Systems Specialist	Network Systems Specialist	8.00%	0.00%	
1	PAR Program Specialist	PAR Program Specialist	0.00%	0.00%	Flex class
3	Parking Controller I	Parking Controller I	18.73%	0.00%	
14	Parking Controller II	Parking Controller II	19.60%	0.00%	
1	Parking Controller III	Parking Controller III	21.23%	0.00%	
1	Phlebotomist	Phlebotomist	2.00%	0.00%	
0	Planner I	Planner I	14.42%	0.00%	Flex class; PCNs alloc at II level
7	Planner II	Planner II	6.56%	0.00%	
2	Police Data Transcriptionist	Police Data Transcriptionist	0.00%	0.00%	
22	Principal Account Clerk	Accounting Technician	1.89%	0.00%	
3	Procurement Specialist	Procurement Specialist	0.00%	0.00%	
1	Program Compliance Officer	Utilities Program Specialist	0.00%	0.00%	
0	Programmer/Analyst II	Programmer	10.20%	0.00%	No PCNs
5	Programmer/Analyst III	Programmer/Analyst	8.00%	0.00%	
11	Programmer/Analyst IV	Senior Programmer/Analyst	10.80%	0.00%	
8	Property & Evidence Technician	Property & Evidence Technician	5.84%	0.00%	
0	Rangemaster/Armorer	Rangemaster/Armorer	0.01%	0.00%	No PCNs
1	Real Estate Finance Specialist II	Real Estate Finance Specialist	14.30%	0.00%	

FCEA CLASS AND COMP
SUMMARY OF SCENARIOS

# of PCNs	Job Title	Proposed Job Title	Ideally Recommended Increase	Proposed Equity Increase	Notes
13	Recreation Specialist	Recreation Specialist	8.21%	0.00%	
4	Safety and Training Specialist	Safety and Training Specialist	0.00%	0.00%	
2	Secretary	Principal Administrative Clerk	10.00%	0.00%	No PCNs
20	Senior Account Clerk	Senior Accounting Clerk	1.50%	0.00%	
40	Senior Administrative Clerk	Senior Administrative Clerk	9.58%	0.00%	
0	Senior Call Center Representative	Senior Customer Services Representative	7.43%	0.00%	No PCNs
1	Senior Commercial Building Ins	Senior Storeskeeper	5.64%	0.00%	
19	Senior Community Revitalization Sp	Sr Community Revitalization Sp	0.00%	0.00%	
5	Senior Community Services Officer	Senior Community Services Officer	9.52%	0.00%	
4	Senior Crime Scene Technician	Senior Crime Scene Technician	0.01%	0.00%	
13	Senior Customer Services Clerk	Senior Customer Services Representative	22.81%	0.00%	
13	Senior Engineering Technician	Senior Engineering Specialist	19.05%	0.00%	
3	Senior Fire Prevention Inspector	Senior Fire Prevention Inspector	4.09%	0.00%	
2	Senior Laboratory Technician	Senior Laboratory Technician	0.00%	0.00%	
2	Senior Procurement Specialist	Senior Procurement Specialist	10.80%	0.00%	
2	Senior Property & Evidence Technician	Senior Property & Evidence Technician	0.00%	0.00%	
1	Senior Records Clerk	Senior Administrative Clerk	4.68%	0.00%	
12	Senior Secretary	Principal Administrative Clerk	0.32%	0.00%	
5	Senior Storeskeeper	Senior Storeskeeper	5.98%	0.00%	
25	Staff Assistant	Principal Administrative Clerk	2.35%	0.00%	
4	Survey Party Technician	Engineering Specialist	8.98%	0.00%	
5	Tax/Permit Inspector	Tax/Permit Inspector	0.03%	0.00%	
1	Wastewater Reclamation Coordinator	Utilities Program Coordinator	0.00%	0.00%	
7	Water Conservation Representative	Utilities Program Technician	0.00%	0.00%	
0	Account Clerk I	Delete/ Consolidate	N/A	N/A	Flex class; PCNs alloc at II level
0	Administrative Clerk I	Delete/ Consolidate	N/A	N/A	Flex class; PCNs alloc at II level
0	Airports Property Specialist I	Delete/ Consolidate	N/A	N/A	Flex class; PCNs alloc at II level
0	Call Center Representative I	Delete/ Consolidate	N/A	N/A	Delete/ Consolidate
1	Computer Systems Specialist I	Delete/ Consolidate	N/A	N/A	Delete/ Consolidate
3	Customer Services Clerk I	Delete/ Consolidate	N/A	N/A	Delete/ Consolidate
0	Engineering Aide I	Delete/ Consolidate	N/A	N/A	Delete/ Consolidate
0	Programmer/Analyst I	Delete/ Consolidate	N/A	N/A	Delete/ Consolidate
0	Real Estate Finance Specialist I	Delete/ Consolidate	N/A	N/A	Delete/ Consolidate

FCEA CLASS AND COMP
SUMMARY OF SCENARIOS

# of PCNs	Job Title	Proposed Job Title	Ideally Recommended Increase	Proposed Equity Increase	Notes
767	# of PCNs in Unit				
130	# of Classes Currently in Unit				
2	# of New Classes				
9	# of Classes Deleting/Consolidating				
123	# Net Classes				
		# of Net Classes Receiving an Increase	102	33	
		# of Net Classes Not Receiving an Increase	21	80	
		Average Increase per Net Class	6.01%	1.25%	
		Highest Increase	22.81%	19.91%	
		# Receiving <= Average Increase*	50	3	
		# Receiving > Average Increase*	52	30	
		# of PCNs Receiving an Increase	658	220	
		# of PCNs Not Receiving an Increase	108	547	
		Average Increase per PCN	7.03%	1.58%	
		# Receiving <= Average Increase**	259	19	
		# Receiving > Average Increase**	400	201	
		General Fund Cost	1,317,187	972,012	
		All Funds Cost	9,013,202	679,046	
		* Of Classes Receiving an Increase			
		** Of PCNs Receiving an Increase			

DATE: September 10, 2018

TO: FCEA – Fresno City Employees Association
and Goyette & Associates

FROM: Admin Clerks working in the Police Department Records Bureau

SUBJECT: Grievance / lawsuit for working out of class

We are requesting that FCEA direct Goyette and Associates to file a grievance and/or lawsuit on behalf of the Administrative Clerks assigned to the Police Department Records Bureau under the supervision of Records Manager Kelly Keifer.

The City of Fresno paid Fox and Lawson over \$200,000 for a classification and compensation study started in early 2006. During that study it was determined that Admin Clerks working in the Police Department Records Bureau should be reclassified. However, when the Recession started in 2008, the city scrapped the study and put everything on hold.

It is our understanding that FCEA reopened discussions with the city about the reclassification and a pay equity adjustment for Admin Clerks working in the Records Bureau approximately 2 years ago.

In mid-November 2017 the City of Fresno Personnel Services Department sent notification to all bargaining groups that they intended to modify Unit 3, the Non-Supervisory White-Collar Employees represented by FCEA, by creating the new classifications of Police Support Services Technician and Police Support Services Clerk. We were informed that the city wanted to implement the change in January 2018.

Although FCEA and Police Department Management agreed with the new classifications and wanted the change implemented as soon as possible, they did not agree with the salary range proposed by Personnel. The Police Department and FCEA believed the job duties, responsibilities, and the liability to the city justified a higher salary. We also believed the proposed salary was too low and supported the decision of our Association to continue meeting with the City. However, we did not think it would take this long.

We know that FCEA provided documentation showing a much higher salary in comparable cities and that the City has not supplied any supporting documentation to justify their proposed salary amounts. The City has also not supplied any reasoning or documentation regarding how the new Police Department positions should be compared and/or related to other job classifications within the City. FCEA has also raised the issue of the salary spread between supervisors and subordinates for similar positions and the City has not provided any answers. The Supervisory position for Police Records is paid 9.278% more than the supervisors for the Call Center and UB&C, yet their subordinates earn considerably more and will continue to receive a higher salary after pay equity adjustments are implemented.

We have now learned that not only is the City refusing to pay any retroactive salary, they have also incorporated the re-classification of our positions into the Classification and Compensation Study being conducted on all Unit 3 positions. That indicates that our re-class and pay equity adjustment will not occur

until the Association and City agree on the proposed changes to all Unit 3 positions.

Based on the preliminary Class & Comp information, the City still plans to set our salary at a lower amount than Customer Service Clerks and Call Center Representatives. However, the City has not provided any documentation to support the continued pay inequity between our positions. FCEA has continually made the case that we serve the public in person and on the phone and should be paid more than Call Center Representatives and Customer Service Clerks based on the level of responsibility, liability to the City, specialized knowledge and skills related to Teletype and CLETS, and the required intensive background check.

Our positions should have been re-classified and received a pay equity adjustment years ago. Based on the letter and job specifications sent to bargaining units in November 2017, the absence of any supporting documentation from Personnel to support their proposed salary, the move by the City to incorporate our re-class into the unit-wide class and comp study, the continued stalling tactics of the City, and their statements regarding retroactive pay, we want our Association to direct Goyette & Associates to file some type of action against the City.

We believe that due to the tactics employed by the City of Fresno Personnel Department, we have suffered significant financial harm and are requesting that our Association fight to make us whole. Since the City failed to provide any documentation to support their position, they could have implemented the salary proposed in November 2017 with an agreement that they would include our positions in the Classification & Compensation Study and continue to meet with our Association to determine the true equity adjustment based on our job responsibilities and salary comparison with similar agencies and other Unit 3 positions.

It should also be noted that the City formally recognized that the starting salary for Senior Administrative Clerks assigned to the Fresno Police Department Records was too low to attract qualified candidates. The job announcement posted on August 4, 2017, listed the starting salary as Step C instead of Step A.

We have been financially harmed by the City's decision to use stall tactics designed to make us and the Association settle for a lower salary without any hope of being included in a true classification and compensation study that would reflect an accurate equity adjustment.

We have attached numerous documents supporting our position. Please let us know how FCEA plans to resolve this issue.

2

Respectfully,

Carmel Connelly
J. J. Jose Gonzalez
Shirley McNeil
Abby H. Patricia Banerjee
Caroline - Christine Pomalon
M. Harper

Eva Vazquez

Dulcie Ray

Dorothy Smith

Worrell De

Josue Rodriguez

Bonnie Foster

Karla Gilbert

Brenda L Jones

Dariusz Cz

Debra Field

Mel De La Cruz

Cindi Anelzjaska

Debra Jones

Jame Hostette

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Michelle ...

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Worrell

Josue Rodriguez

Romick Foster

Carla Gilbert

Brenda L Jones

Darius

Debra Field

Maria De La Cruz

Candi Sanchez

Debra Jones

Jame Hostette



**CITY OF
FRESNO
PERSONNEL SERVICES DEPARTMENT**

Sent via Electronic Mail

DATE: November 16, 2017

TO: Employee Organizations

FROM:  Jeff Cardell, Director
Personnel Services Department

SUBJECT: Modification of Units – New Classifications of Police Support Services Technician and Police Support Services Clerk

In accordance with Fresno Municipal Code Section 3-614, the City intends to modify Unit 3, Non-Supervisory White Collar Employees, represented by the Fresno City Employees Association (FCEA).

The City is proposing to create a new Police Support Services Technician class and a new Police Support Services Clerk class (attached). It is proposed that the new classifications be included in Unit 3. The Police Support Services Technician would have a salary range of \$3,210 to \$3,856. The Police Support Services Clerk would have a salary range of \$2,934 to \$3,516. The classifications will be subject to the overtime provisions of FLSA.

These new classifications are a result of a reclassification of Administrative Clerk IIs and Senior Administrative Clerks in the Police Department. The employees will be placed in the new classifications when they are created.

The decision regarding the bargaining unit assignments was made after consideration of:

- The unit that will assure employees of the fullest freedom in the exercise of rights set forth under Chapter 3 Article 6 of the Fresno Municipal Code;
- The history of employee relations;
- The effect of the modification on the efficient operation of the City and sound employer-employee relations; and,
- The extent to which employees have common skills, working conditions, job duties, or educational requirements.

If you have any questions or concerns, or wish to meet regarding the intended bargaining unit assignment, please advise the Labor Relations Division in writing no later than 5:00 p.m. on December 1, 2017. You can call and email Ken Phillips and/or Stephanie Martinez in the Labor Relations Division. If such request is not received, the City will proceed with amending the Salary Resolution accordingly.

Attachment

c: Wilma Quan-Schechter, City Manager
Jerry Dyer, Chief of Police
TJ Miller, Assistant Director of Personnel Services
Sandra Chavez-Martin, Human Resources Manager
Ken Phillips, Labor Relations Manager

POLICE SUPPORT SERVICES CLERK

DEFINITION

Under supervision, performs a variety of specialized clerical duties in support of police operations; including records storage and retrieval, information dissemination to the public, processing of forms, and related tasks.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Records Supervisor. This class does not exercise supervision.

DISTINGUISHING CHARACTERISTICS

Police Support Services Clerk is the entry level class of the Police Support series. Incumbents of this class perform a variety of office support and clerical duties specific to the Records Unit of the Police Department. This class is distinguished from the Police Support Services Technician in that incumbents of the latter are responsible for the more complex clerical assignments and have lead responsibilities.

Incumbents of this class may be required to work weekends, holidays or nights.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(may include, but not limited to, the following:)

Responds to requests for information from the public and outside agencies; answers routine questions and/or responds to inquiries requiring the interpretation of policies and procedures; directs callers to appropriate internal departments and/or external organizations or personnel.

Prepares, files, retrieves and disseminates a variety of routine and/or confidential correspondence, documents and informational materials.

Performs a variety of clerical activities in support of records operations, which may include: typing, review of case documents, filing, processing mail, and other related activities.

Enters a variety of information into applicable or records management systems; assembles, codes and records a variety of police data.

Compiles and organizes a variety of data and information from databases, paper records and files, and/or other applicable sources.

Queries and researches a variety of information in various law enforcement specific databases.

May compose routine correspondence and brief reports.

May be required to retrieve archived records.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Customer service principles and practices.
- Proper English grammar, usage and spelling.
- Filing and recordkeeping principles and practices.
- Modern office equipment and procedures.

Ability to:

- Read and apply rules, policies and procedures.
- Use computers and applicable software applications.
- Prepare and maintain accurate records.
- Maintain confidentiality, and use sound judgment in handling sensitive materials.
- Deal tactfully and courteously with the public, other staff and other law enforcement agencies.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively orally and in writing.

MINIMUM QUALIFICATIONS

Education:

Possession of High School Diploma, or GED;

AND

Experience:

Two years of experience performing responsible clerical work in a position having substantial public contact.

Special Requirements

Possession and continued maintenance of a valid California Driver's License at time of appointment.

Must be able to type 40 net words per minute.

Will be required to successfully pass a California Department of Justice certification on statewide law enforcement data base systems prior to the end of the probation period. Failure to obtain the required certification will be cause for termination from this class.

Successful completion of an extensive background investigation.

APPROVED: _____ DATE: _____
Director of Personnel Services

New: xx/xx/xx

POLICE SUPPORT SERVICES TECHNICIAN

DEFINITION

Under supervision, performs a variety of specialized clerical duties in support of police operations; including records storage and retrieval, information dissemination to the public and law enforcement agencies regarding police cases.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Records Supervisor. This class leads and provides instruction to Police Support Services Clerks; this class does not exercise supervision.

DISTINGUISHING CHARACTERISTICS

Police Support Services Technician is the lead class of the Police Support series. Incumbents of this class perform a variety of office support and clerical duties specific to the Records Unit of the Police Department. Incumbents perform complex data entry, report compilation and preparation, training and lead duties, and works at a public counter. This class is distinguished from Police Support Services Clerk in that incumbents of the latter do not have lead responsibilities. This class is distinguished from the Records Supervisor class in that incumbents of the latter are first line supervisors.

Incumbents of this class may be required to work weekends, holidays or nights.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(may include, but not limited to, the following:)

Provides lead instruction; schedules, assigns, and inspects the work of subordinate staff.

Performs a variety of complex clerical activities in support of records operations, which may include: data entry into Local/State/National databases, review of case documents, filing, processing mail, and other related activities.

Responds to requests for information from the public and outside agencies; answers questions and/or responds to inquiries requiring the interpretation of policies and procedures; directs callers to appropriate internal departments and/or external organizations or personnel.

Prepares, files, retrieves and disseminates a variety of routine and/or confidential correspondence, documents and informational materials.

Prepares and proofreads a variety of information to ensure compliance with department standards.

Enters a variety of complex information into applicable records management systems; assembles, codes and records a variety of police data.

Process actions related to impounded vehicles.

Compiles and organizes a variety of data and information utilizing information from databases, paper records and files, and/or other applicable sources.

Queries and researches a variety of information in various law enforcement specific databases.

Provides instruction to subordinate staff on proper work methods and procedures.

Compose correspondence and brief reports.

Retrieves archived records.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Customer service principles and practices.
- Law enforcement computerized information systems.
- Police procedures and terminology.
- Proper English grammar, usage and spelling.
- Filing and recordkeeping principles and practices.
- Modern office equipment and procedures.

Ability to:

- Provide lead instruction, train, and assign the work of subordinate staff.
- Read and apply rules, policies and procedures.
- Use computers and applicable software applications.
- Utilize numerous law enforcement databases.
- Prepare and maintain accurate records.
- Maintain confidentiality, and use sound judgment in handling sensitive materials.
- Deal tactfully and courteously with the public and other staff.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively orally and in writing.

MINIMUM QUALIFICATIONS

Education:

Possession of High School Diploma, or GED;

AND

Experience:

One year of experience as a Police Support Services Clerk with the City of Fresno; or three years of experience performing responsible clerical work in a position having substantial public contact, one year of which included records maintenance.

Special Requirements

Possession and continued maintenance of a valid California Driver's License at time of appointment.

Must be able to type 40 net words per minute.

Will be required to successfully pass a California Department of Justice certification on statewide law enforcement data base systems prior to the end of the probation period. Failure to obtain the required certification will be cause for termination from this class.

Successful completion of an extensive background investigation.

APPROVED: _____ DATE: _____
Director of Personnel Services

New: xx/xx/xx

FCEA CLASS AND COMP
SUMMARY OF SCENARIOS

Base Data as of 3/28/2018

# of PCNs	Job Title	Proposed Job Title	Ideally Recommended Increase	Proposed Equity Increase	Notes
6	Account Clerk II	Accounting Clerk	1.13%	0.00%	
0	Accountant-Auditor I	Accountant-Auditor I	9.81%	0.00%	Flex class; PCNs alloc at II level
22	Accountant-Auditor II	Accountant-Auditor II	4.10%	0.00%	
7	Accounting Technician	Accounting Technician	1.89%	0.00%	
10	Admin Clerk II (Police Support Svcs Clerk)	Police Support Services Clerk	15.68%	13.09%	New Class
11	Administrative Clerk II	Administrative Clerk	9.01%	0.00%	
5	Airports Operations Officer	Airports Operations Officer	0.66%	0.66%	
0	Airports Property Specialist II	Airports Property Specialist	0.00%	0.00%	No PCNs
1	Associate Electrical Safety Consultant I	Associate Electrical Safety Consultant I	4.39%	0.00%	
0	Associate Electrical Safety Consultant II	Associate Electrical Safety Consultant II	9.52%	0.00%	No PCNs
2	Associate Environmental & Safety Consultant I	Associate Environmental & Safety Consultant I	4.39%	0.00%	
2	Associate Environmental & Safety Consultant II	Associate Environmental & Safety Consultant II	9.52%	0.00%	
1	Associate Plumbing & Mechanical Consultant I	Associate Plumbing & Mechanical Consultant I	4.39%	0.00%	
1	Associate Plumbing & Mechanical Consultant II	Associate Plumbing & Mechanical Consultant II	9.52%	0.00%	
1	Billing System Specialist	Customer Service Billing Systems Specialist	12.57%	12.57%	
1	Budget Technician	Budget Technician	0.32%	0.00%	
0	Building Inspector I	Building Inspector I	0.00%	0.00%	Flex class; PCNs alloc at II level
9	Building Inspector II	Building Inspector II	4.39%	0.00%	
2	Building Inspector III	Building Inspector III	9.49%	0.00%	
4	Call Center Representative II	Customer Service Representative II	11.65%	0.00%	
1	Central Printing Clerk	Administrative Clerk	9.01%	0.00%	
1	City Records Specialist	Principal Administrative Clerk	0.32%	0.00%	
3	Commercial Building Inspector	Commercial Building Inspector	4.39%	0.00%	
4	Community Recreation Assistant	Community Recreation Assistant	20.87%	0.00%	
18	Community Revitalization Specialist	Community Revitalization Specialist	0.00%	0.00%	
16	Community Revitalization Technician	Community Revitalization Technician	0.00%	0.00%	
0	Community Services Officer I	Community Services Officer I	15.76%	0.00%	Flex class; PCNs alloc at II level
2	Community Services Officer II	Community Services Officer II	16.10%	0.00%	
11	Computer Systems Specialist II	Computer Systems Specialist	10.20%	0.00%	
8	Computer Systems Specialist III	Senior Computer Systems Specialist	8.00%	0.00%	
1	Construction Compliance Specialist	Construction Compliance Specialist	0.00%	0.00%	
0	Crime Scene Technician I	Crime Scene Technician I	0.00%	0.00%	Flex class; PCNs alloc at II level
12	Crime Scene Technician II	Crime Scene Technician II	0.00%	0.00%	

FCEA CLASS AND COMP
SUMMARY OF SCENARIOS

Base Data as of 3/29/2018

# of PCNs	Job Title	Proposed Job Title	Ideally Recommended Increase	Proposed Equity Increase	Notes
7	Crime Specialist	Crime Specialist	0.00%	0.00%	
36	Customer Services Clerk II	Customer Service Representative I	11.28%	0.00%	
1	Development Services Coordinator	Development Services Coordinator	5.00%	0.00%	
1	Digital Forensics Analyst	Digital Forensics Analyst	2.95%	0.00%	
0	Emergency Services Dispatcher I	Emergency Services Dispatcher I	9.52%	2.38%	Flex class; PCNs alloc at II level
74	Emergency Services Dispatcher II	Emergency Services Dispatcher II	10.53%	2.63%	
13	Emergency Services Dispatcher III	Emergency Services Dispatcher III	5.19%	1.50%	
0	Engineer I	Engineer I	18.50%	0.00%	Flex class; PCNs alloc at II level
15	Engineer II	Engineer II	12.33%	0.00%	
1	Engineering Aide II	Engineering Aide	3.35%	0.00%	
9	Engineering Inspector I	Engineering Inspector I	7.64%	0.00%	
10	Engineering Inspector II	Engineering Inspector II	7.83%	0.00%	
0	Engineering Technician I	Engineering Technician	11.23%	0.00%	Flex class; PCNs alloc at II level
3	Engineering Technician II	Engineering Specialist	8.98%	0.00%	
6	Environmental Control Officer	Environmental Control Officer	2.59%	2.59%	
0	Facilities Construction Specialist	Facilities Construction Specialist	0.00%	0.00%	No PCNs
0	Fire Prevention Inspector I	Fire Prevention Inspector I	0.00%	0.00%	Flex class; PCNs alloc at II level
11	Fire Prevention Inspector II	Fire Prevention Inspector II	0.00%	0.00%	
1	Fleet Operations Specialist	Fleet Operations Specialist	0.89%	0.89%	
9	Geographic Information System (GIS) Specialist	Geographic Information System (GIS) Specialist	8.00%	0.00%	
1	Graphics Technician	Graphics Technician	2.14%	0.00%	
0	Helicopter Pilot	Helicopter Pilot	1.71%	0.00%	No PCNs
2	Housing Rehabilitation Specialist	Housing Rehabilitation Specialist	2.03%	2.03%	
1	Industrial/Commercial Water Conservation Rep	Utilities Program Coordinator	2.76%	2.76%	
2	Inorganic Chemist	Inorganic Chemist	2.57%	2.57%	
1	Laboratory Assistant	Laboratory Assistant	2.00%	2.00%	
0	Laboratory Technician I	Laboratory Technician I	2.14%	2.14%	Flex class; PCNs alloc at II level
8	Laboratory Technician II	Laboratory Technician II	2.34%	2.34%	
2	Landscape Water Conservation Specialist	Utilities Program Coordinator	4.87%	4.87%	
0	Law Office Assistant	Law Office Assistant	3.34%	0.00%	No PCNs
11	Network Systems Specialist	Network Systems Specialist	8.00%	0.00%	
1	PAR Program Specialist	PAR Program Specialist	0.00%	0.00%	
1	Paratransit Specialist	Paratransit Specialist	2.35%	2.35%	

FCEA CLASS AND COMP
SUMMARY OF SCENARIOS

Base Data as of 3/28/2018

# of PCNs	Job Title	Proposed Job Title	Ideally Recommended Increase	Proposed Equity Increase	Notes
3	Parking Controller I	Parking Controller I	18.73%	0.00%	Flex class
14	Parking Controller II	Parking Controller II	19.60%	0.00%	
1	Parking Controller III	Parking Controller III	21.23%	0.00%	
1	Phlebotomist	Phlebotomist	2.00%	0.00%	
0	Planner I	Planner I	14.42%	0.00%	Flex class; PCNs alloc at II level
7	Planner II	Planner II	6.56%	0.00%	
2	Plans and Permit Technician	Plans and Permit Technician	12.26%	6.00%	
5	Plans Examiner	Plans Examiner	7.07%	3.50%	
2	Police Data Transcriptionist	Police Data Transcriptionist	0.00%	0.00%	
22	Principal Account Clerk	Accounting Technician	1.89%	0.00%	
3	Procurement Specialist	Procurement Specialist	0.00%	0.00%	
1	Program Compliance Officer	Utilities Program Specialist	0.00%	0.00%	
0	Programmer/Analyst II	Programmer	10.20%	0.00%	No PCNs
5	Programmer/Analyst III	Programmer/Analyst	8.00%	0.00%	
11	Programmer/Analyst IV	Senior Programmer/Analyst	10.80%	0.00%	
8	Property & Evidence Technician	Property & Evidence Technician	5.64%	0.00%	
8	Radio Dispatcher	Radio Dispatcher	6.09%	6.09%	No PCNs
0	Rangemaster/Armorer	Rangemaster/Armorer	0.01%	0.00%	
1	Real Estate Finance Specialist I	Real Estate Finance Specialist	14.30%	0.00%	
13	Recreation Specialist	Recreation Specialist	8.21%	0.00%	
0	Retirement Counselor I	Retirement Counselor I	1.89%	1.89%	Flex class; PCNs alloc at II level
4	Retirement Counselor II	Retirement Counselor II	2.16%	2.16%	
4	Safety and Training Specialist	Safety and Training Specialist	0.00%	0.00%	
2	Secretary	Principal Administrative Clerk	10.00%	0.00%	No PCNs
20	Senior Account Clerk	Senior Accounting Clerk	1.50%	0.00%	
30	Senior Admin Clerk (Police Support Svcs Tech	Police Support Services Technician	16.25%	13.31%	New Class
40	Senior Administrative Clerk	Senior Administrative Clerk	9.58%	0.00%	
0	Senior Call Center Representative	Senior Customer Services Representative	7.43%	0.00%	No PCNs
1	Senior Commercial Building Ins	Senior Storeskeeper	5.64%	0.00%	
19	Senior Community Revitalization Sp	Sr Community Revitalization Sp	0.00%	0.00%	
5	Senior Community Services Officer	Senior Community Services Officer	9.52%	0.00%	
4	Senior Crime Scene Technician	Senior Crime Scene Technician	0.01%	0.00%	
13	Senior Customer Services Clerk	Senior Customer Services Representative	22.81%	0.00%	

FCEA CLASS AND COMP
SUMMARY OF SCENARIOS

Base Data as of 3/28/2018

# of PCNs	Job Title	Proposed Job Title	Ideally Recommended Increase	Proposed Equity Increase	Notes
13	Senior Engineering Technician	Senior Engineering Specialist	19.05%	0.00%	
3	Senior Fire Prevention Inspector	Senior Fire Prevention Inspector	4.09%	0.00%	
2	Senior Laboratory Technician	Senior Laboratory Technician	0.00%	0.00%	
5	Senior Network Systems Specialist	Senior Network Systems Specialist	4.09%	4.09%	
3	Senior Plans Examiner	Senior Plans Examiner	5.25%	2.50%	
2	Senior Procurement Specialist	Senior Procurement Specialist	10.80%	0.00%	
2	Senior Property & Evidence Technician	Senior Property & Evidence Technician	0.00%	0.00%	
1	Senior Records Clerk	Senior Administrative Clerk	4.66%	0.00%	
12	Senior Secretary	Principal Administrative Clerk	0.32%	0.00%	
5	Senior Storeskeeper	Senior Storeskeeper	5.96%	0.00%	
1	Senior Utility Service Representative	Sr Utility Service Rep	4.93%	4.93%	
9	Senior Water Systems Telemetry & DC Spec	Senior SCADA Specialist	10.80%	10.80%	
25	Staff Assistant	Principal Administrative Clerk	2.35%	0.00%	
8	Storeskeeper	Storeskeeper	5.28%	5.28%	
4	Survey Party Technician	Engineering Specialist	8.98%	0.00%	
5	Tax/Permit Inspector	Tax/Permit Inspector	0.03%	0.00%	
3	Traffic Signal Operations Specialist	Traffic Signal Operations Spec	8.00%	8.00%	
1	Transit Scheduler	Transit Scheduler	8.00%	8.00%	
1	Tree Program Specialist	Tree Program Specialist	0.24%	0.24%	
0	Utility Service Representative I	Utility Service Rep I	4.31%	4.31%	Flex class; PCNs alloc at II level
10	Utility Service Representative II	Utility Service Rep II	4.64%	4.64%	
1	Wastewater Reclamation Coordinator	Utilities Program Coordinator	0.00%	0.00%	
7	Water Conservation Representative	Utilities Program Technician	0.00%	0.00%	
2	Water Systems Telemetry & DC Specialist	SCADA Specialist	10.20%	10.20%	
0	Account Clerk I	Delete/ Consolidate	N/A	N/A	Flex class; PCNs alloc at II level
0	Administrative Clerk I	Delete/ Consolidate	N/A	N/A	Flex class; PCNs alloc at II level
0	Airports Property Specialist I	Delete/ Consolidate	N/A	N/A	Flex class; PCNs alloc at II level
0	Call Center Representative I	Delete/ Consolidate	N/A	N/A	Delete/ Consolidate
1	Computer Systems Specialist I	Delete/ Consolidate	N/A	N/A	Delete/ Consolidate
3	Customer Services Clerk I	Delete/ Consolidate	N/A	N/A	Delete/ Consolidate
0	Engineering Aide I	Delete/ Consolidate	N/A	N/A	Delete/ Consolidate
0	Programmer/Analyst I	Delete/ Consolidate	N/A	N/A	Delete/ Consolidate
0	Real Estate Finance Specialist I	Delete/ Consolidate	N/A	N/A	Delete/ Consolidate

FCEA CLASSIFIED COMP
SUMMARY OF SCENARIOS

# of PCNs	Job Title	Proposed Job Title	Ideally Recommended Increase	Proposed Equity Increase	Notes
767	# of PCNs in Unit				
130	# of Classes Currently in Unit				
2	# of New Classes				
9	# of Classes Deleting/Consolidating				
123	# Net Classes				
		# of Net Classes Receiving an Increase	102	33	
		# of Net Classes Not Receiving an Increase	21	90	
		Average Increase per Net Class	6.06%	1.25%	
		Highest Increase	22.81%	13.31%	
		# Receiving <= Average Increase*	50	3	
		# Receiving > Average Increase*	52	30	
		# of PCNs Receiving an Increase	659	220	
		# of PCNs Not Receiving an Increase	108	547	
		Average Increase per PCN	7.18%	1.58%	
		# Receiving <= Average Increase**	264	19	
		# Receiving > Average Increase**	395	201	
		General Fund Cost	1,677,187	372,012	
		All Funds Cost	3,011,202	673,045	
		* Of Classes Receiving an Increase			
		** Of PCNs Receiving an Increase			

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

POLICE ADMINISTRATIVE SUPPORT ASSISTANT

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Police Administrative Support Assistant is the first level in a two level Safety Non-Sworn Administrative Support series. Incumbents are responsible for performing specialized clerical functions which, depending on area of assignment, are associated with records storage and retrieval, information dissemination to the public regarding police cases, and/or the processing of release forms for release of impounded vehicles.

Distinguishing characteristics within the class, based upon assignment are, at entry, responsibility for assisting with and learning how to perform the essential duties of the classification under close supervision. Senior positions are responsible for independently performing the essential duties of the classification, and may train other personnel.

The Police Administrative Support Assistant is distinguished from the Police Administrative Support Technician, which is responsible for providing advanced clerical support to Police Department personnel.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
1.	Serves as a liaison between assigned division and other internal departments, external agencies, and/or citizens.	Daily 20%
2.	Responds to requests for information from the general public and outside agencies, in person, by US Mail, over the telephone, fax and via e-mail; answers routine questions and/or responds to more complex inquiries requiring the interpretation of policies and procedures; directs callers to appropriate internal departments and/or external organizations.	Daily 20%
3.	Prepares and disseminates a variety of routine and/or confidential correspondence and informational materials.	Daily 10%
4.	Performs a variety of routine clerical activities in support of division operations, which may include: transcription; review of case documents; filing; processing mail; responding to e-mails; and/or, performing other related activities.	Daily 10%
5.	Enters a variety of information into the law enforcement imaging and workflow automated system, and law enforcement records management system.	Daily 10%
6.	Compiles and organizes a variety of data and information associated with operational activities utilizing information from databases, paper records, and/or other applicable sources.	Weekly 10%

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

POLICE ADMINISTRATIVE SUPPORT ASSISTANT

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
7.	Queries and researches a variety of information in various law enforcement specific databases.	Weekly 15%
8.	May be required to retrieve records from off-site facility	Weekly 5%
9.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- High School Diploma, or GED, and one year of general office experience are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Typing Certificate
- Certification on the various statewide law enforcement data base systems, within probationary period.
- Successful completion of: polygraph test, psychological examination, medical examination, and an extensive background investigation (Not required upon successful completion of City of Fresno Helicopter In-Training program)

Some positions, based on assignment, may require:

- Basic Class C License.

Knowledge (position requirements at entry):

Knowledge of:

- Customer service policies, principles and practices;
- Applicable computer software packages;
- Legal terminology;
- Basic police procedures in assigned area of responsibility;
- Proper grammar, punctuation and spelling;
- Recordkeeping principles and practices;
- Filing principles and practices;
- Office procedures, principles, practices and equipment.

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

POLICE ADMINISTRATIVE SUPPORT ASSISTANT

Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Safely operating and maintaining applicable tools and equipment
- Keyboarding
- Preparing, analyzing, and maintaining operational records
- Maintaining confidentiality
- Dealing tactfully with difficult people both telephonically and in person
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping and walking.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

POLICE ADMINISTRATIVE SUPPORT TECHNICIAN

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Police Administrative Support Technician is the second level in a two level Safety Non-Sworn Administrative Support series. Incumbents are responsible for performing clerical functions associated with records storage and retrieval, transcription, information dissemination to the public and law enforcement agencies regarding police cases, and the processing for release of impounded/stored vehicles.

Distinguishing characteristics within the class, based upon assignment are responsibility for focusing on complex data entry, report compilation and preparation, training and lead worker duties, or transcribing a variety of police records and reports.

The Police Administrative Support Technician is distinguished from the Police Administrative Support Assistant by its responsibility for providing advanced clerical support to Police Department personnel and assistance to outside law enforcement agencies.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
1.	Transcribes narratives utilizing the real-time report writing system dictated by police officers for a variety of police-related matters of a sensitive and confidential nature.	Varies 0 - 25%
2.	Enters a variety of complex data and information into applicable computerized law enforcement automated systems and databases.	Varies 0 - 25%
3.	Prepares and proofreads a variety of information to ensure compliance with department standards, and informational content.	Daily 10%
4.	Responds to incoming requests for information from internal personnel and/or external individuals.	Daily 10%
5.	Prepares and disseminates a variety of routine and/or confidential correspondence and informational materials.	Daily 5%
6.	Performs a variety of routine clerical activities in support of division operations, which may include: transcription; review of case documents; filing; processing mail; responding to e-mails; and/or, performing other related activities.	Daily 5%
7.	Compiles and organizes a variety of data and information associated with operational activities utilizing information from databases, paper records, and/or other applicable sources.	Weekly 5%

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

POLICE ADMINISTRATIVE SUPPORT TECHNICIAN

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
8.	Prepares and maintains files and records in assigned area of responsibility.	Weekly 10%
9.	Queries and researches a variety of information in various law enforcement specific databases.	Weekly 5%
10.	May be required to retrieve records from off-site facility	As Required
11.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- High School Diploma, or GED, and two years of related experience is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Typing Certificate
- Certification on the various statewide law enforcement data base systems, within the probationary period.
- Successful completion of: polygraph test, psychological examination, medical examination, and an extensive background investigation

Some positions, based on assignment, may require:

- Basic Class C License.
- Certified Court Reporter

Knowledge (position requirements at entry):

Knowledge of:

- Customer service policies, principles and practices;
- Transcribing techniques;
- Applicable computer software packages;
- Legal terminology;
- Advanced police procedures in assigned area of responsibility;
- Proper spelling, grammar, and punctuation;
- Recordkeeping principles and practices;
- Filing principles and practices;
- Office procedures, principles, practices and equipment.

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

POLICE ADMINISTRATIVE SUPPORT TECHNICIAN

Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Safely operating and maintaining applicable tools and equipment
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Preparing, analyzing, and maintaining operational records
- Dealing tactfully with difficult people both telephonically and in person
- Maintaining confidentiality
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction.

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping and walking.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008

From: Jerry Dyer
Sent: Tuesday, December 05, 2017 11:52 PM
To: Dee Barnes
Subject: Re: Unit Modification - Police Support Services Technician and Clerk Classes

Seeing what I can do

On Dec 4, 2017, at 4:03 PM, Dee Barnes <Dee.Barnes@fresno.gov> wrote:

Chief –

Yes, we completely support the reclassification of the Admin Clerks working under the Records Manager. We first requested this reclassification back in 2006 so we are also anxious to get this done.

However, we have some major concerns with the proposed salary schedule and some concerns that the job specifications are missing some important information regarding duties and responsibilities. I believe Tony will be forwarding some information prior to our meeting with Labor Relations.

Any information or support from you regarding a salary that is higher than what is currently proposed would be greatly appreciated. Considering the complexity of the job, the level or responsibility, and the potential liability associated with the position, we were extremely disappointed that Personnel is proposing a salary lower than Call Center Representatives.

- | | |
|--------------------------|--|
| \$2,595 - \$3,209 | Admin Clerk II (\$3,209 includes Rec Incentive) |
| \$2,796 - \$3,351 | Cust Serv Clerk II |
| \$2,934 - \$3,516 | Police Support Clerk 9.567% Raise |
| \$3,064 - \$3,674 | Call Center Rep II (4.5% more than PD Clerk) |
| \$3,064 - \$3,856 | Community Services Officer II |
| | |
| \$2,839 - \$3,503 | Sr Admin Clerk (\$3,503 includes Rec Incentive) |
| \$3,064 - \$3,674 | Sr Customer Serv Clerk |
| \$3,210 - \$3,856 | Police Support Technician (10.1% Raise) |
| \$3,444 - \$4,137 | Senior Community Services Officer |
| \$3,476 - \$4,200 | Sr Call Center Rep (8.9% more than PD Tech & 1.52% more than SCSO) |

RECORDS CLERKS' INCENTIVE

Employees in the class of Administrative Clerk I/II/Senior assigned to the Police Department Records Bureau, must serve in that assignment for a minimum of thirty-six (36) months from the date assigned to the Records Bureau before being permitted to transfer out of the Police Department Records Bureau, unless there is mutual agreement between the employee and the Records Bureau Commander to waive the minimum thirty-six (36) month assignment requirement. As an assignment incentive, Administrative Clerk I/II/Senior employees assigned to the Police Department Records Bureau, will receive an assignment incentive bonus of six hundred dollars (\$600) on the first pay period following the first anniversary date of said assignment, nine hundred dollars (\$900) on the first pay period following the second anniversary date of said assignment, **and twelve hundred dollars (\$1,200) on the first pay period following the third and any subsequent anniversary dates of said assignment.**

Dee Barnes
FCEA President
(559) 621-2057 work
(559) 779-1981 cell
dee_barnes.fcea@comcast.net

From: Jerry Dyer
Sent: Monday, December 04, 2017 12:34 PM
To: Kenneth Phillips
Cc: Tony Silva; Stephanie Martinez; Dee Barnes; Sandra ChavezMartin; Don Gross; Kelly Keifer; Dave Ramos; Bertha Najera; TJ Miller
Subject: Re: Unit Modification - Police Support Services Technician and Clerk Classes

Thank you Ken. Please let me know how this goes as the employees are also anxious to get this done and as I recall in the past FCEA was 100% in support of this.

On Dec 4, 2017, at 7:57 AM, Kenneth Phillips <Kenneth.Phillips@fresno.gov> wrote:
Tony –

We would appreciate it if you could let us know what your concerns are. We can either provide information that will allow us to move ahead or be better prepared to provide a response when we meet. We are anxious to move forward with implementation on the new classes.

Thanks,

- Ken

From: Tony Silva [<mailto:Tony@goyette-assoc.com>]
Sent: Thursday, November 30, 2017 7:19 PM
To: Kenneth Phillips
Cc: Stephanie Martinez; Dee Barnes
Subject: FW: Unit Modification - Police Support Services Technician and Clerk Classes

Ken,

FCEA would like to meet with the City regarding these job classifications and salaries. Dec 11th after the negotiations meeting works for FCEA.

Thank you,

Tony Silva

From: Kenneth Phillips [<mailto:Kenneth.Phillips@fresno.gov>]
Sent: Thursday, November 16, 2017 3:34 PM
To: Jeffrey Cardell <Jeffrey.Cardell@fresno.gov>
Cc: Wilma Quan-Schecter <Wilma.Quan-Schecter@fresno.gov>; Michelle Marchini <Michelle.Marchini@fresno.gov>; Jerry Dyer <Jerry.Dyer@fresno.gov>; Don Gross <Donald.Gross@fresno.gov>; Kelly Keifer <Kelly.Keifer@fresno.gov>; Dave Ramos <David.Ramos@fresno.gov>; Bertha Najera <Bertha.Najera@fresno.gov>; Stephanie Martinez <Stephanie.Martinez@fresno.gov>; TJ Miller <TJ.Miller@fresno.gov>; Sandra ChavezMartin <Sandra.ChavezMartin@fresno.gov>
Subject: Unit Modification - Police Support Services Technician and Clerk Classes

Employee Organizations –

Attached is a memo from Jeff Cardell, Director of Personnel Services, advising you of the creation of two new classifications, Police Support Services Technician and Police Support Services Clerk. The City proposes to place these new classes in Unit 3, represented by the Fresno City Employees Association (FCEA).

These classifications were developed after a review of duties of Senior Administrative Clerks and Administrative Clerk IIs either working in the Records Bureau in the Police Department or providing close support to the Records Bureau. The employees will be moved into the new classes after the classes are approved by the City Council.

As noted in the memo, please respond no later than 5:00 p.m. on December 1, 2017 if you wish to meet regarding these new classifications.

Ken Phillips
Labor Relations Manager

2600 Fresno Street, Room 1030
Fresno, CA 93721
559.621.6971

management discussions related to developing policies, procedures and subsequent implementation for critical incidents for Emergency Services Dispatchers and * * * **Crime Scene** Technicians.

K. RECORDS CLERKS' INCENTIVE

Employees in the class of Administrative Clerk I/II/Senior assigned to the Police Department Records Bureau, must serve in that assignment for a minimum of thirty-six (36) months from the date assigned to the Records Bureau before being permitted to transfer out of the Police Department Records Bureau, unless there is mutual agreement between the employee and the Records Bureau Commander to waive the minimum thirty-six (36) month assignment requirement.

As an assignment incentive, Administrative Clerk I/II/Senior employees assigned to the Police Department Records Bureau, will receive an assignment incentive bonus of six hundred dollars (\$600) on the first pay period following the first anniversary date of said assignment, nine hundred dollars (\$900) on the first pay period following the second anniversary date of said assignment, and twelve hundred dollars (\$1,200) on the first pay period following the third and any subsequent anniversary dates of said assignment.

Any employee who is forced to leave the unit as a result of a workforce reduction, who would otherwise have been eligible for the Records Clerks incentive, will receive the incentive prorated to the day of layoff.

The Records Clerk Incentive shall apply to Police Data Transcriptionists assigned to the Police Department Records Bureau on July 1, 2011. The incentive shall not apply to any Police Data Transcriptionist placed or hired into these positions after July 1, 2011. Any employee in a Police Data Transcriptionist position as of July 1, 2011 who vacates the position for any reason, including transfer, demotion, promotion or termination shall not be eligible for the incentive if the employee later returns to a Police Data Transcriptionist in the Records Bureau, unless the employee is promoted and returns to the position through a probationary release from that promotion.

L. ESD TRAINING DIFFERENTIAL

Employees occupying the Emergency Services Dispatcher II class and assigned to train newly hired Emergency Services Dispatcher Is in the Police Department Communications Bureau shall receive a 5% salary differential for all hours assigned to train.

Prior to receiving such an assignment, the ESD II must first successfully complete the ESD III testing process and remain assigned to their current shift. The employee shall maintain the status of an ESD II for all purposes, including bidding for positions and maintaining the employee's seniority level.