



DATE: June 21, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Police Officer

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Police Officer to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

SUMMARY

Recruiting qualified Police Officers is increasingly challenging. The City of Hayward currently has twenty vacancies. Staff is requesting review and comment on the revised job specification for Police Officer, which has been updated to allow applicants who have successfully completed the California Basic Peace Officer Standards and Training ("POST") within eighteen months to apply for positions with the Hayward Police Department, which is more reasonable than the current twelve-month period and will increase the application pool for the position. There is no impact to the quality of applicants selected to fill vacant positions.

BACKGROUND

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff makes necessary adjustments to the job requirements to ensure that the needs of the department will be met.

The Human Resources Department and the Police Department work as a team and given the challenging recruitment environment and competition from other police departments for talent are adapting different hiring strategies for recruitment. The proposed changes do not lower the standards or result in hiring anyone that is not highly qualified for the position. The Police Department currently has approximately 20 vacancies and it has embarked on an

aggressive recruitment campaign by actively recruiting at Police Academies in Alameda and Napa County. Additionally, Human Resources and the Police Department recognize the need to expand the current applicant pool without sacrificing the quality of candidates. One strategy is to extend the requirement by which an applicant must successfully complete the California Basic Peace Officer Standards and Training Academy from 12 months prior to his/her application date to 18 months. By extending the academy completion date, the City will be able to expand the applicant pool for a classification that is hard-to-fill nationally as the law enforcement hiring process can take several months.

Therefore, Human Resources proposes to change the successful completion of a California Basic Peace Officer Standards and Training (POST) approved academy requirement within the past 12 months to within the past 18 months from date of application. The Police and Human Resources Departments considered longer periods but decided to extend this requirement only six months, as skills learned in the academy are perishable when not applied within a reasonable amount of time.

Human Resources Department staff shared the change to the Police Officer job description with representatives of the Hayward Police Officer's Association. As stated above, the Police Officer job description was revised to update the experience and education section only. The change to the job description is as follows:

Experience and Education

Experience:

Replaced: "twelve (12)" with "eighteen (18)"

FISCAL IMPACT

There is no fiscal impact to the budget as a result of the above proposed change to this job description.

Prepared by: Lisette Del Pino, Human Resources Analyst II

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager