



**DATE:** June 12, 2023

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT:** Review the New Job Description for Property, Evidence, and Records Administrator and Adopt Addition to both the Salary Plan and Classification Plan

### **RECOMMENDATION**

Staff recommends that the Personnel Commission review and approve the proposed new Property, Evidence, and Records Administrator classification, including the associated job description and salary plan for the position, as well as the addition of this new classification to both the Salary Plan and Classification Plan; and recommend adoption to City Council.

### **SUMMARY**

A job analysis and audit were conducted to assess whether it is operationally viable to consolidate the Property and Evidence Administrator and the Records Administrator duties into a single job classification for efficiency purposes. When the Property and Evidence Administrator retired in March 2020, the Records Administrator incumbent was provided with a 10% Special Assignment Pay (SAP) to assume the additional duties of the Property and Evidence Administrator classification. Subsequently, the City conducted a review of the two classification descriptions and concluded that the Property and Evidence Administrator and the Records Administrator classifications should be consolidated into a single classification, resulting in the creation of the Property, Evidence, and Records Administrator classification.

### **BACKGROUND/DISCUSSION**

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. The Human Resources Department staff review all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan and to ensure that the needs of the department are included prior to the recruitment process or a reclassification.

The Property and Evidence Administrator is a section head management classification allocated to the Support Services Division of the Police Department, reporting to a Police Captain. The Property and Evidence Administrator is responsible for the daily operations of police Property and Evidence. Similarly, the Records Administrator is a section head management classification allocated to the Support Services Division of the Police Department, reporting to a Police Captain. The Records Administrator is responsible for the daily operations of the Records Bureau.

The incumbent of the Records Administrator position has received a 10% SAP for assuming the Property and Evidence Unit responsibilities since March 2020 when the incumbent of the Property and Evidence Administrator position retired. Additionally, the Records Administrator incumbent has established monitoring systems relating to both Police records and the maintenance of property and evidence. While the incumbent expressed a desire to continue managing both the Records and Property and Evidence Units and has obtained a Property/Evidence Management certification, in alignment with the Department's operational needs, the City had an obligation to assess whether consolidating the two (2) classifications created an operational efficiency.

Subsequently, the City consulted a third-party consultant to conduct an analysis on the prospective consolidation of the Property and Evidence Administrator job responsibilities with the Records Administrator job responsibilities and to determine operational feasibility. The analysis concluded that the Property and Evidence Administrator and the Records Administrator classifications should be consolidated into a single classification, resulting in the creation of the Property, Evidence, and Records Administrator classification that would be responsible for the daily operation of the Property, Evidence, and Records Bureau. This position is distinguished from the Property and Evidence Supervisor and Records Supervisor by its responsibility for overseeing and directing all staff within the Property, Evidence, and Records Bureau.

The Property, Evidence, and Records Administrator job description was shared with and accepted by representatives of the Hayward Association of Management Employees (HAME). The new job description is attached for the Commission's review. Taking into consideration the salary analysis and recommendation provided by the consultant, the salary for the Property, Evidence, and Records Administrator classification is \$67.42 an hour at Step A and \$81.93 an hour at Step E.

## **FISCAL IMPACT**

Upon creation, the Property, Evidence, and Records Administrator classification salary will be set at 10% above Records Administrator.

The addition of Property, Evidence and Records Administrator is included in the FY 2024 Proposed Operating Budget. Therefore, there is no fiscal impact.

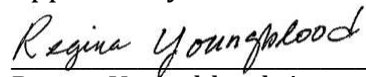
## **STRATEGIC ROADMAP**

The Strategic Roadmap outlines the City of Hayward's highest priorities over the next three years and a roadmap of specific actions to get there. This is a routine agenda item and does not support the Council's Strategic Roadmap initiatives.

*Prepared by:* Marisa Guerrero, Human Resources Manager

*Recommended by:* Ian Tecson, Deputy Director of Human Resources  
Brittney Frye, Director of Human Resources

Approved by:



---

Regina Youngblood, Assistant City Manager