



DATE: October 29, 2020

TO: Personnel Commission

FROM: Assistant City Manager/Interim Director of Human Resources

SUBJECT: Review the Revised Job Description for Property and Evidence Technician

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Property and Evidence Technician classification to ensure that the employment standards are job-related.

SUMMARY

The job description for Property and Evidence Technician has been updated to reflect current duties performed and to include the possession of the International Association for Property and Evidence (IAPE) training certification within the probationary period. The revision was also made to omit any reference to supervision exercised.

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. In addition, prior to initiating a recruitment process, Human Resources staff make necessary adjustments to job requirements to ensure that the needs of the department are met.

The storage, management and handling of property and evidence are all crucial responsibilities of a Property and Evidence Technician. Failure to adhere to guidelines can result in an array of consequences. For example, mishandling of evidence can potentially compromise a case which makes it imperative that incumbents of this classification be properly trained. New hires will be required to possess the IAPE certification within 12 months from the date of hire as this will ensure that guidelines for proper management and documentation of property and evidence are met. In order to align the current responsibilities with the proposed job specification, revisions were made to omit any language referring to supervision exercised as this classification does not oversee staff.

FISCAL IMPACT

There are no fiscal impacts associated with the review of the revised job description.

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not relate to the projects outlined in the City Council's Strategic Roadmap.

Prepared by: Janice Cahee, Human Resources Analyst I

Recommended by: Vanessa Lopez, Senior Human Resources Analyst
Maria A. Hurtado, Assistant City Manager/Interim Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAadoo', is written over a horizontal line.

Kelly McAadoo, City Manager