



DATE: September 20, 2018

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT Revised Job Description for Crime Prevention Specialist I/II

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Crime Prevention Specialist I/II 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

The City of Hayward Police Department requested a review of the duties of two incumbents in the classification of Crime Prevention Specialist, to determine the appropriate classification based on assigned duties and responsibilities. Based on the analysis provided by an outside consultant, it was determined that the current incumbents are performing professional level duties that require an increase in independence, scope and education required. Additionally, the job audit findings resulted in a recommendation for the City to flexibly staff the classification, providing an entry and journey level for the class series.

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. 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, Human Resources staff makes any adjustments to the job requirements as provided by the department prior to initiating a recruitment process.

The existing Crime Prevention Specialist classification is a single, journey level classification requiring candidates to have two (2) years of work experience in community based or crime prevention programs with a high degree of public contact. At the request of the Police Department, an outside consultant completed a job audit of the Crime Prevention Specialist classification in June 2018. Based on the findings, it was determined that the current incumbents were performing duties at the professional journey level which involves the full range of crime prevention programmatic duties, rather than the clerical and technical level

support outlined in the current class specification. The primary reason for the discrepancy between the class specification and the level of work assumed by the incumbents is related to staffing changes. The two incumbents previously reported to and supported a Senior Crime Prevention Specialist. The position was eliminated and there is no expectation that it will be replaced in the future; as a result, the current incumbents have taken on responsibility of the full crime prevention program areas that they previously only assisted with. Based on the professional level duties and responsibility that the incumbents have assumed, it is appropriate to revise the classification to more accurately reflect the assigned duties and responsibilities. Additionally, it was recommended to flexibly staff the position, creating an entry and journey level for the class series.

The Crime Prevention Specialist I/II job description was revised to update the title, definition, distinguishing characteristics, supervision received and exercised, essential duties, job related and essential qualifications, experience and education, special requirements, and to align the format to the current City standards. Furthermore, the additions and changes clarify the distinguishing characteristics, supervision, and education and experience requirements for the Crime Prevention Specialist I and the Crime Prevention Specialist II.

The changes to the job description are as follows:

TITLE

Replaced "Crime Prevention Specialist" with "Crime Prevention Specialist I/II"

DEFINITION

Added:

- "...education, and security awareness including to plan, coordinate and facilitate neighborhood and community..."
- "...activities, and events and work with various groups, committees, and community leaders; to problem solve, strategize and promote police and community partnerships and communications; and to..."
- "...professional support to an assigned supervisor."

Replaced:

"...clerical and technical..." with "...non-sworn professional..."

Removed:

- "...promoting and supporting programs and activities related to..."
- "...and other..."
- "...based..."
- "...traffic regulation enforcement."

DISTINGUISHING CHARACTERISTICS

Added:

- "Crime Prevention Specialist I – This is the entry level class in the professional Crime Prevention Specialist series. Positions in this class typically have little or no directly

related work experience and work under immediate supervision while learning job tasks. The Crime Prevention Specialist I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned."

- "Crime Prevention Specialist II –..."
- "...professional..."

Replaced:

- "...within..." with "...in..."
- "...lead supervision is provided by the Senior Crime Prevention Specialist. This position is differentiated from the higher class in the level of responsibility assigned to the latter, which involves overseeing and areas of program responsibility." with "...is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level."

SUPERVISION RECEIVED

Replaced: "...technical and functional supervision from the Senior Crime Prevention Specialist." with "...general supervision from a Police Sergeant, or assigned management."

Removed: "...EXERCISED AND..."

SUPERVISION EXERCISED (added section)

Added:

"None."

ESSENTIAL DUTIES

Added:

- "Problem-solve, strategize and promote police and community partnerships and communications by bringing safety, education, awareness, outreach and training to the community; research various problems and concerns from citizens and businesses, nonprofit organizations, and special groups such as youth and seniors."
- "...meetings, events and fairs; coordinate and plan..."
- "...to the public related to the functions..."
- "...Police..."
- "Coordinate and communicate with, maintain and increase participation of block captains, community leaders, business and neighborhood watch groups; assist with multi-housing programs and related community interest groups."
- "...outreach..."
- "...events..."
- "...and..."

- “...security and safety; coordinate, promote and facilitate a variety of Community Academy activities.”
- “...oversee, and coordinate activities of...”
- “...safety/...”
- “Research, maintain, update and participate in the design and preparation and distribution of literature and materials including brochures, flyers, newsletters, alerts, visual displays and related materials.”
- “Research, analyze and identify information related to crime patterns; compile statistics; distribute information to patrol and investigative staff;...”
- “...data...”
- “Create, input, update and/or revise files, databases, records, handouts, agendas, memos, letters, reports, charts, calendars, logs, lists, workbooks, surveys and related items, as assigned.”
- “Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.”
- “...concerns and complaints of the...”
- “...prepare accurate statistical and narrative reports...”
- “Foster an environment that embraces diversity, integrity, trust, and respect.”
- “Be an integral team player, which involves flexibility, cooperation, and communication.”

Replaced:

- “Assist in developing, maintaining and supporting the Neighborhood Alert Groups, serving as the...” with “Act as a...”
- “...groups, police and City personnel and others to promote problem solving efforts for the community.” with “...Hayward Police Department and the public; perform a variety of duties related to crime prevention, community education, and awareness.”
- “Assist with...” with “Plan...”
- “...special...” with “...organize, develop and facilitate a variety of...”
- “...events, community...” with “...and neighborhood...”
- “...and...” with “...coordinate...”
- “...to...” with “...for...”
- “...on safety and...” with “...of...”
- “...in staffing various community events and resource offices.” with “...conduct background checks on ride along applicants and coordinate scheduling of approved ride alongs.”
- “...in...” with “...to...”
- “Respond...” with “Review, evaluate and respond...”
- “...and...” with “assist to...”
- “...required...” with “...assigned...”

Removed:

- “...other...”

- “Coordinate and participate in the design, preparation, and distribution of community brochures, flyers and newsletters.”
- “...and...”
- “Maintain supplies and materials for the Crime Prevention Unit.”
- “Research various problems and concerns from citizens and businesses; review and evaluate complaints and prepare accurate statistical and narrative reports.”
- “...cards for potential block captain applicants...”
- “Drive prisoner vans and motor home to various events as needed.”
- “Direct traffic, issue citations, and mark/tow abandoned vehicles to enforce traffic regulations.”
- “Perform clerical duties such as answering the phone, typing, and word processing.”
- “...other...”
- “...and responsibilities...”

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Added:

- “Crime Prevention Specialist I:...”
- “Methods for clear, accurate writing and the presentation of information and data in a variety of formats.”
- “Methods and procedures for managing social media platforms.”
- “Principles and practices of public organization; and basic methods and procedures of administration.”
- “General principles and practices for effective police/community relations.”
- “Perform a variety of non-sworn professional duties related to crime prevention, community education and security awareness including to plan, coordinate, and facilitate neighborhood and community programs, activities, and events and work with various groups, committees and community leaders and to problem-solve, strategize and promote police and community partnerships and communications.”
- “On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.”
- “Learn principles and practices of basic crime prevention techniques and crime analysis.”
- “Learn principles and practices to assess the needs of the local community and a variety of community organizations.”
- “Learn the basic functions of the Hayward Police Department.”
- “Learn to utilize departmental guidelines to analyze requirements and resources, and to follow through in assigned areas.”
- “Learn to operate a variety of specialized police department equipment and tools including LIVESCAN, Police CAD systems, law enforcement records systems and secured systems such as CRIMS, Cal Photo and others as assigned.”

- “Learn to problem-solve, plan, coordinate, facilitate, organize, monitor, evaluate and prioritize events and organize courses of action related to a variety of crime prevention programs, community and neighborhood events and related issues.”
- “Learn to research information, create, input, update and/or revise files, databases, records, fliers, brochures, handouts, agendas, memos, letters, reports, charts, calendars, logs, lists, workbooks, surveys and related items as assigned.”
- “Learn to track and monitor funds, donations and expenditures as assigned.”
- “Learn relevant local, State, and Federal laws, rules and regulations related to area of assignment.”
- “Use sound judgment in recognizing scope of authority.”
- “Operate and use modern office equipment including computers and applicable software.”
- “Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.”
- “Utilize appropriate safety procedures and practices for assigned duties.
- “Establish and maintain effective working relationships with those contacted during the course of work.”
- “Work with various cultural and ethnic groups in a tactful and effective manner.”
- “Crime Prevention Specialist II:...”
- “In addition to the qualifications for the Crime Prevention Specialist I:...”
- “Knowledge of:...”
- “Relevant local, State, and Federal laws, rules and regulations related to area of assignment.”
- “Principles and practices of basic crime prevention techniques and crime analysis.”
- “Principles and practices of assessing the needs of the local community and a variety of community organizations.”
- “Basic functions of the City of Hayward Police Department.”
- “Ability to:...”
- “Utilize departmental guidelines take initiative, analyze requirements and resources, and to follow through in assigned areas.”
- “Operate a variety of specialized police department equipment and tools including LIVESCAN, Police CAD systems, law enforcement records systems and secured systems such as CRIMS, Cal Photo and others as assigned.”
- “Problem-solve, plan, coordinate, facilitate, organize, monitor, evaluate and prioritize events and organize courses of action related to a variety of crime prevention programs, community and neighborhood events and related issues.”
- “Research information, create, input, update and/or revise files, databases, records, fliers, brochures, handouts, agendas, memos, letters, reports, charts, calendars, logs, lists, workbooks, surveys and related items as assigned.”
- “Track and monitor funds, donations and expenditures as assigned; plan for purchase orders and purchases; submit requisitions and invoices for reimbursement.”

Replaced:

- "...basic crime prevention techniques." with "...public speaking and presentation design."
- "...effectively..." with "...clearly and concisely..."

Removed:

- "Principles of assessing the needs of the local community and community organizations."
- "Basic functions of the Police Department."
- "Basic crime analysis."
- "Records management and general office skills."
- "Develop and/or assist in developing crime prevention programs to fit the citizen's of the community."
- "Interpret laws."
- "Problem-solve to develop strategies in response to community needs."
- "Develop and maintain a positive working relationship with community leaders, co-workers, organizations, businesses, citizens, and City departments."
- "Compile statistical data and assist in preparation of written reports."
- "Coordinate a variety of programs and activities related to crime prevention."
- "...speak effectively in large and small group settings."

EXPERIENCE AND EDUCATION

Added:

- "Crime Prevention Specialist I:..."
- "Possession and maintenance of a..."
- "Crime Prevention Specialist II:..."
- "In addition to the qualifications for a Crime Prevention Specialist I:..."
- "Experience: Two (2) years of responsible experience similar to Crime Prevention Specialist I with the City of Hayward."
- "Licenses and Certificates: Possession of a P.O.S.T. Crime Prevention Through Environmental Design (CPTED) certificate is desirable."

Replaced:

- "Two years of considerable work experience in community-based or crime prevention programs with a high degree of public contact. A Bachelor's Degree from an accredited university or college with coursework in crime prevention is highly desirable." with "Some technical experience in working with community organizing, event planning, social media management and public speaking, is desirable."
- "...the completion of twelfth grade." with "...a Bachelor's Degree from an accredited college or university with major coursework in crime prevention or a related field."
- "...or..." with "...and..."

Removed: "...is desirable."

SPECIAL REQUIREMENTS

Replaced: "Essential duties require the following physical abilities and work environment: Ability to sit, stand, walk, kneel, lift up to thirty pounds and operate a computer. Work environment includes: working outdoors, in public meetings and standard office environment." with "Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 25 pounds; converse by telephone, by email, in person, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Willingness and ability to: work holidays, weekends, scheduled and emergency overtime, and on-call as required; attend meetings, conferences and seminars during work and non-work hours that may require travel, and comply with departmental grooming standards. Essential functions must be performed with or without reasonable accommodation."

FISCAL IMPACT

Due to the recommended change to salary for the Crime Prevention Specialist II classification and placing both incumbents at this level, there will be a fiscal impact to the FY2019 operating budget in the amount of approximately \$20,400. The salary for the Crime Prevention Specialist II classification will be set internally to 10% above the Crime Prevention Specialist I, which is \$34.10 at Step 1 and \$41.45 at Step 5.

STRATEGIC INITIATIVES

This agenda item is a routine operational item and does not relate to one of the Council's Strategic Initiatives.

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