



**DATE:** September 20, 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**

The Police Officer job description has been updated to reflect new minimum qualifications to help the City in its recruitment efforts in a competitive labor market. The changes made to the job description also reflect alignment with the internal organizational structure of the City's classification plan.

### **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 to meet the challenging recruitment environment and competition from other police departments for talent by adapting different hiring strategies for recruitment. As previously mentioned in the staff report to the Commission on June 21, 2018, Human Resources and the Police Department recognize the need to expand the current applicant pool without sacrificing the quality of candidates. Human Resources recently changed the successful completion of a California Basic Peace Officer Standards and Training (POST) approved academy requirement from the past 12 months to within the past 18 months from date of application. However,

there is a pool of candidates the City is unable to hire because they are in an in-between status. This pool of applicants no longer meets the criteria of an Academy Graduate because they are currently working at another police department but have not completed probation at their respective agency to qualify for a lateral consideration at the City of Hayward's Police Department.

Agencies have discretion on the length of a police officer's probationary period ranging from twelve-months to twenty-four months. Because police officer vacancies are hard-to-fill nationally and the law enforcement hiring process can take several months, Human Resources staff and the Police Department are in favor of adding additional qualifying language to reach lateral applicants and expand our applicant pool. Therefore, the departments propose to qualify candidates for a lateral consideration if they are currently employed by a law enforcement agency and they have successfully passed a field training program.

Human Resources Department staff shared the proposed change to the Police Officer job description with representatives of the Hayward Police Officer's Association and the Association is in agreement with it. 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:

Added: "Currently employed by a law enforcement agency and have successfully passed a field training officer (FTO) program, but have yet to be released from probation."

### **FISCAL IMPACT**

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

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

*Approved by:*



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Kelly McAdoo, City Manager