



DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: New Job Description for Personnel Operations Specialist

RECOMMENDATION

That the Personnel Commission reviews and comments on the new job description for the position of Personnel Operations Specialist to ensure that employment standards are job-related, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Personnel Operations Specialist is a new classification created to provide high level administrative support to the Personnel and Training Administrator or Police Lieutenant and command-level staff in the Police Department. With the continuous hiring for critical positions in the Police Department, research and maintenance of confidential records, and implementation of initiatives and programs, it is necessary to have the Personnel Operations Specialist administer and coordinate functions in the Personnel and Training Unit.

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 Personnel Operations Specialist is a new advanced journey level classification, intended to provide high level support and coordination in the Personnel and Training Unit of the Police Department. The Personnel and Training Unit plans, organizes and coordinates recruitment, testing, and training activities of the Police Department and reviews and organizes worker's compensation claims for the department by working closely with the Human Resources Department. Given the many challenges in recruiting and retaining qualified candidates the Human Resources Department and the Police Department collaborate to hire and onboard candidates in a timely manner.

Law enforcement and non-sworn police (i.e. communications dispatcher) hiring can take several months due to the lengthy testing and extensive background process. Police departments are aggressively competing for talent and are adapting different hiring strategies for recruitment. In 2018 the Hayward Police Department embarked on an aggressive recruitment campaign to recruit at career fairs and local academies to fill approximately eighteen (18) Police Officer vacancies. Hiring incentive programs were also approved by City Council in April 2019 and the first incentive payout will be issued September 2019.

The Personnel Operations Specialist will coordinate and monitor the various steps in the background process (i.e. background investigator, polygraph, psychological assessment, medical) to efficiently process new hires and issue timely conditional job offers; coordinate mandated training and conduct record maintenance for police personnel; research and support the implementation and maintenance of the incentive bonus programs. The position will report to the Personnel and Training Administrator or Police Lieutenant and will be part of the Hayward Association of Management Employees (HAME).

The job description for the Personnel Operations Specialist was shared with representatives of HAME and there are no objections to the creation of this new job classification or the job description. The job description is attached for your reference.

FISCAL IMPACT

The incumbent has been performing the higher-level work and has been receiving special assignment pay derived from the department's salary savings and will be re-classified as a Personnel Operations Specialist. There is no economic impact as a result of the creation of the job description. The salary for the Personnel Operations Specialist classification will be set internally to 10% above the Administrative Secretary, which is \$37.37 at Step A and \$43.63 at Step E.

Prepared by: Lisette Del Pino, Acting Senior Human Resources Analyst

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

Approved by:

A handwritten signature in dark ink, appearing to read 'Kelly McAdoo', written over a horizontal line.

Kelly McAdoo, City Manager