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Date: July 8, 2021  
To: Board of Directors  
From: Marti Brown, General Manager  
Subject: Support Services Manager/Clerk of the Board Job Classification and Salary Schedule

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**Recommendation:**

Approve Resolution 2021-14 adopting the attached Support Services Manager/Clerk of the Board job classification and salary schedule.

**Rationale for Recommendation:**

Staff recommends establishing the new job classification of Support Services Manager/Clerk of the Board (SSM-CoB), because the District would benefit from a full-time management level administrator to:

- Provide full-time administrative support and customer service across all departments;
- Maintain a full-time physical presence and availability in the District office;
- Ensure consistent, continuity of service delivery to the Board of Directors, Kensington residents and internal customers; and
- Apply a holistic, systems approach to managing job functions while also completing tasks.

**Background:**

In fiscal year 2020-21, the job functions for the proposed SSM-CoB position were spread across three part-time District positions – Police Services Specialist, Clerk of the Board, and Administrative Assistant. The proposed position would combine the job functions of all three positions into one full-time management position primarily focused on the following job functions:

- Police Department – Evidence, records, reporting and scheduling police training;
- Clerking – Agenda, minutes, public noticing and resolution preparation, as well as responding to Public Records Act requests and other clerking duties;
- Parks & Recreation – Facility and park reservation scheduling and coordinating, as well as assistance with coordination of park and facility maintenance; and
- Administration – Part-time District reception including answering phones and greeting the public, as well as basic administrative support to the Chief of Police and General Manager.

**Discussion and Analysis:**

While previously listed in the FY 2021-22 budget as “Office Manager/Clerk of the Board,” it became apparent upon further scrutiny that the “Office Manager” title should be changed to “Support Services Manager” since approximately 30-40% of the time will be spent on Police Department duties. Unlike Office Manager, the Support Services Manager is a typical police department title for a position that is responsible for evidence, records and scheduling police officer trainings as its primary job functions. To ensure that the District receives qualified applicants for the job functions identified in the job classification, it is important to use an identifiable and commonly used police department job title like Support Services Manager.

The District would benefit from a full-time, management position that is physically in the District office and operates cross-functionally and cross-departmentally as the administrative “connective tissue” for the District by providing administrative support to the Police Department, including evidence and records management, scheduling police officer training, and agency reporting; administrative support as the Clerk of the Board, including agenda, minutes, public noticing and resolution preparation; administrative support to the Parks and Recreation Department for facility and park reservations and scheduling; and light part-time reception duties, including answering phones and greeting/receiving the public at District headquarters.

In addition, as all administrative and management staff are concurrently responsible for duties and tasks that would typically be delegated to line staff in a larger organization and management level job functions, strategy and policy, it’s crucial for the organization to create a full-time, proactive position that requires little day-to-day supervision and oversight, a position that is responsible and accountable for focusing on both job functions and the ‘big picture,’ as well as task-oriented and completing high quality work products.

The proposed salary schedule for the Support Services Manager/Clerk of the Board position is as is illustrated in the table below:

<b>Kensington Police Protection &amp; Community Services District</b>					
<b>Steps</b>	Step 1	Step 2	Step 3	Step 4	Step 5
	Monthly	Monthly	Monthly	Monthly	Monthly
<b>Support Services Manager</b>	\$ 7,500.00	\$ 7,725.00	\$ 7,956.75	\$ 8,195.45	\$ 8,441.32

**Fiscal Impact:**

With salary and benefits, the total cost of the SSM-CoB position is \$106,000 per year. The three part-time positions that fulfill the job functions that the new position will be responsible for total \$112,000 per year bringing an estimated \$6,000 per year savings to the District and General Fund by approving the SSM-CoB job classification and hiring for the new position.

**Attachment:**

1. Attachment 1: Support Services Manager/Clerk of the Board Job Classification
2. Resolution No. 2021-14 - A Resolution Of The Board Of Directors Of The Kensington Police Protection And Community Service District Approving The Support Services Manager/Clerk Of The Board Job Classification And Salary Schedule

## CLASSIFICATION SPECIFICATION

Kensington Police Protection  
& Community Service District

Date: July 2020

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CLASS TITLE: **Support Services Manager/Clerk of the Board**

FLSA STATUS: Non-Exempt

REPORTS TO: General Manager

HIRING STATUS: Full time

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### **JOB SUMMARY**

Reporting to the General Manager, this management position provides administrative support to the Police, Administration (e.g., Clerking) and Parks and Recreation Departments. This position is responsible for performing a variety of wide-ranging and complex activities in administering non-sworn police support services and programs for the District's Police Department (e.g., training tracking and scheduling, evidence and records management); Prepares the District Board of Director agendas, minutes, resolutions and public notices, and maintains official District documents, records, and overall filing system; Provides part-time reception duties for District Administration, including answer phones and general reception to the public; and schedules park facility rentals and assists the General Manager with overall coordination and oversight of park and facility maintenance. Police Department-related duties will be directed by the Chief of Police or his/her designee.

### **DISTINGUISHING CHARACTERISTICS**

Supervised by the General Manager (GM) and, with GM approval, may also take direction from the Chief of Police and/or his/her designee. This position is distinguished by the more complex, responsible, confidential, and diverse administrative duties performed.

### **EXAMPLES OF WORK**

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that a qualified employee can perform the essential functions of the job. Duties include, but are not limited to, the following:*

#### Police Department Duties

- **Evidence:** Perform a variety of property and evidence duties including receiving, recording, barcoding, categorizing, storing, and maintaining evidence and property acquired by the Police Department for safekeeping and custody. Verify proper packaging of property, contact officers, supervisors, and administrative staff regarding necessary corrections. Enter property data into computer system. Retrieve and release property to detectives, forensics, crime lab, and District Attorney's Office; maintain chain of custody. Prepare and transport property to crime lab for

analysis. Release and dispose of property in accordance with current laws and departmental policies.

- Schedule Training: Manage the police department's training department; schedule schools and training for sworn and civilian personnel and make necessary reservations. Procure firearms, ammo and any other equipment required for the training of department personnel.
- Records Management: Direct police records preparation, processing, and file management activities; Maintain accurate departmental and law enforcement records and files, research, and compile information from such files; and Maintain security of police records ensuring that information is released in accordance with related laws and department policies.
- Serve as liaison to other law enforcement agencies for records related inquiries.
- Assists in preparation of Police Services Department annual budget; provides reporting on parking citation revenues.
- Administer the Crossing Guard contract; supervise the contract crossing guard employees; serves as liaison between department, public and schools.
- Maintain databases, assist with various reporting and inventory requirements.
- Provide customer service and non-emergency contact over the phone and in-person; receive and respond to complaints from the public and staff; respond to questions and concerns from the public, departmental staff, and other agencies; provide information as appropriate and resolve service issues and complaints.
- Perform related duties as assigned.

#### Clerk of the Board/Administration Duties

- The ability to develop and implement projects and programs as assigned.
- Attend Board of Director's meetings; record all official proceedings; prepare public notifications, agenda, minutes, and other documents; certified ordinances, resolutions, agreements, actions, and other official documents; publish, file, and index all proceedings of the Board as established in District protocol.
- Provide highly responsible, complex, and confidential administrative support to the District Board and management staff.
- Oversee and update the District-wide records management program and records preservation and destruction records; schedule and ensure legal compliance retention schedules for District records; research District documents, historical information, and other information as needed; attest, index and file all legislative actions taken.
- Respond to difficult and sensitive public inquiries and complaints and assists the General Manager or other staff with resolution preparation.
- Ensure conformance with Board adopted policies and procedures.
- Perform all other administrative duties which may be assigned from time to time by the General Manager and/or requested by other department heads.

## Parks & Recreation Duties

- Schedule and coordinate all aspects of facility and park reservations, including public and group reservations .
- District point of contact for community calls for park and/or facility maintenance and service.
- Assist General Manager with directing contract employees to maintain Kensington Park and Park facilities.
- Assist General Manager with coordination of the Kensington Community Council (KCC) contract and KCC relations.

## **QUALIFICATION REQUIREMENTS**

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

High school diploma or equivalent and five (5) years of experience in a basic law enforcement environment.

Position also requires completion of coursework in the following categories within three years or less of appointment (to be paid for via POST reimbursement and by District), as well as other POST courses as identified and directed by the Chief of Police:

- Evidence and Property Function Management (POST)
- Training and Records Management (POST)
- Municipal Clerk Certification (IIMC Certification)

## **EMPLOYMENT STANDARDS (required upon appointment)**

Must possess a valid California class C driver license and have a satisfactory driving record. Must maintain qualifications for evidence processing. Must successfully complete a background investigation as a condition of initial employment with Kensington Police Protection & Community Service District.

## **KNOWLEDGE, SKILLS, ABILITIES (required upon appointment)**

### Knowledge of:

- Basic law enforcement theory, principles, and practices and their application.
- Principles and practices of effective project and program management.
- Principles and practices of effective records management.
- Principles, methods, procedures and practices of evidence handling, recording, preservation, storage, and release.
- Office procedures, methods, and equipment including computers and applicable software applications.

- Business report preparation and effective written and verbal communication including appropriate English usage, grammar, spelling, and basic arithmetic.
- Telephone etiquette and effective customer service methods, especially when working with the public.
- Agenda and minutes preparation for governing bodies.
- Basic administration and management duties.

Skill in:

- Attention to detail and organization,
- Written communication,
- Verbal communication,
- Time management and prioritization,
- Problem-solving,
- Technology – using computers and software, and
- Customer service.

Ability to:

- Effectively prioritize tasks, projects and time.
- Learn new skills and processes – self starter.
- Pay attention to details.
- Work independently and proactively.
- Work in a fast-paced and deadline driven environment; ability multitask.
- Support other departments and department heads.
- Work as part of a team.
- Take responsibility for job and assignments – “own it.”

Reasoning Skills:

- Solution-oriented problem solving
- Creative inference – why the problem exists and how to fix it.
- Data collection, research, analysis and form recommendations.
- Organize and sort data and findings.
- Develop and execute solutions.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; must possess the mobility and physical strength and stamina to respond to emergency situations and accidents; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job may involve fieldwork. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. This position may

require bending, stooping, kneeling, and reaching to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

**WORK ENVIRONMENT**

May be required to work a varied schedule of hours, which may include evenings, and/or weekends. An occupational medical pre-employment physical exam is required.

**RESOLUTION NO. 2021-14**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICE DISTRICT APPROVING THE SUPPORT SERVICES MANAGER/CLERK OF THE BOARD JOB CLASSIFICATION AND SALARY SCHEDULE**

The Board of Directors of the Kensington Police Protection and Community Services District ("Board of Directors") resolves as follows:

**WHEREAS**, the District adopted the Fiscal Year 2021-22 budget on June 29, 2021, which included establishing an Office Manager/Clerk of the Board job classification and salary schedule;

**WHEREAS**, since the initial budget presentation on June 10, 2021, staff realized that a more accurate title for this position would be Support Services Manager/Clerk of the Board and, as a result, has changed the title; and

**WHEREAS**, while the job classification title has changed, the proposed duties and job functions have not changed since the initial proposal which include: police evidence and records management, agency reporting, scheduling police officer training, all clerking duties, coordinating and oversight of park and facility reservations and scheduling, other light administration duties for the Police, Parks and Recreation and Administration Departments, and part-time reception for District headquarters; and

**WHEREAS**, the 5-step monthly salary schedule has been established as follows: Step 1 (\$7500), Step 2 (\$7725), Step 3 (\$7956.75), Step 4 (\$8195.45) and Step 5 (\$8441.32); and

**WHEREAS**, this is not a CalPERS position.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED BY THE BOARD OF DIRECTORS, AS FOLLOWS:**

The Board of Directors hereby approves and adopts the Support Services Manager/Clerk of the Board Classification Specification attached to this resolution and incorporated by reference effective as of July 8, 2021.

PASSED AND ADOPTED by the Kensington Police Protection and Community Services District on Thursday, the 8<sup>th</sup> day of July 2021, by the following vote to with:

AYES:

NOES:

ABSENT:

ABSTAINED:

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Sylvia Hacaj  
President, Board of Directors



I HEREBY CERTIFY the foregoing resolution was duly and regularly adopted by the Board of Directors of the Kensington Police Protection and Community Services District at the regular meeting of said Board held on Thursday, the 8<sup>th</sup> day of July, 2021.

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Lynelle M. Lewis  
District Clerk of the Board

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Marti Brown  
General Manager

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