RESOLUTION NO. 2017-51

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELL, CALIFORNIA, FORMALLY APPROVING THE RECLASSIFICATION OF FIVE (5) CLASSIFICATIONS (EIGHT (8) POSITIONS) REPRESENTED BY THE BELL CITY EMPLOYEES ASSOCIATION

WHEREAS, at the December 14, 2016 City Council meeting, City Council gave staff direction to return with a recommendation for the reclassification of the employees identified in the 2012 CPS-HR Classification Study for review and consideration by the City Council; and

WHEREAS, on April 12, 2017, the City Council approved and adopted a Memorandum of Understanding Between the City of Bell and the Bell City Employees Association, January 1, 2017 – December 31, 2017 (“BCEA MOU 2017”); and

WHEREAS, Article XXII of the BCEA MOU 2017 provided for a reopening of negotiations with respect to reviewing the following for potential reclassification and change in salary range: Account Clerk series (3 positions), Police Department records division employees (3 positions), Police Department Detective Division- Evidence and Property (1 position), and Building and Safety- Permits section (1 position); and

WHEREAS, City staff retained the services of a consultant to make recommendations on potential reclassification and changes in salary ranges for certain classifications; and

WHEREAS, the BCEA reviewed and commented on the consultant’s recommended changes in job titles, new job descriptions and new salary ranges; and

WHEREAS, the City’s labor negotiators met and conferred in good faith with BCEA regarding the proposed reclassifications, new job descriptions, new salary ranges, and placement of incumbent employees at their respective salary steps; and

WHEREAS, BCEA has approved the proposed reclassifications, new job descriptions, new salary ranges, and placement of incumbent employees at their respective salary steps; and

WHEREAS, the reclassifications will have a net fiscal impact in FY 2017/18 of approximately $58,200, which will require a $20,200 increase to the already approved budget amount for reclassifications of $38,000; and

WHEREAS, the City Council now desires to formally approve the reclassifications, salary ranges, job descriptions and placement of employees in the respective salary steps for the new classifications as set forth in this resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BELL DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The foregoing recitals are true and correct and are incorporated by reference herein.

SECTION 2. The reclassification of certain current BCEA positions, as set forth below in this Section 2, is hereby approved.
A. Community Development Department
   • “Office Assistant” to “Permit Technician”

B. Finance Department
   • “Account Clerk” to “Accounting Specialist”
   • “Account Clerk” to “Accounting Assistant II” (2 positions)
   • Creation of new classification—“Accounting Assistant I”

C. Police Department
   • “Management Analyst” to “Police Records Supervisor”
   • “Office Assistant” to “Police Records Specialist” (2 positions)
   • “Office Coordinator” to “Property and Evidence Specialist”

SECTION 3. The proposed job descriptions for the new classifications of Permit Technician, Accounting Specialist, Accounting Assistant I/II, Police Records Supervisor, Police Records Specialist, and Property and Evidence Specialist, attached hereto as Exhibit “A,” are hereby approved.

SECTION 4. The salary ranges and salary steps for the positions of Permit Technician, Accounting Specialist, Accounting Assistant I/II, Police Records Supervisor, Police Records Specialist, and Property and Evidence Specialist, attached hereto as Exhibit “B,” are hereby approved.

SECTION 5. The reclassification of incumbent employees and placement of these employees into new salary steps, as summarized below in this Section 5, is hereby approved.

A. Office Assistant, Pearl Sanchez, to Permit Technician at Step B ($4,104.52)
B. Account Clerk, Norma Gamez, to Accounting Specialist at Step D ($4,810.35)
C. Account Clerk, Anaanca Larios, to Accounting Assistant II at Step D ($4,031.08)
D. Account Clerk, Erika Perez Valenzuela, to Accounting Assistant II at Step D ($4,031.08)
E. Management Analyst, Esbeyda Pimentel, to Police Records Supervisor at Step D ($6,064.00)
F. Office Assistant, Carolina Canales, to Police Records Specialist at Step B ($3,656.31)
G. Office Assistant, Cynthia Esquivel, to Police Records Specialist at Step B ($3,656.31)
H. Office Coordinator, Sandra Salas, to Property and Evidence Specialist at Step E ($4,955.78)

SECTION 6. The placement of incumbent employees as set forth in Section 5 above shall be deemed retroactive to July 1, 2017, and employees shall accordingly receive retroactive salary payments the first full pay period following City Council approval of this resolution. However, notwithstanding the foregoing, for purposes of determining future salary step
increases the anniversary dates for employees affected by the reclassifications made pursuant to this resolution shall be September 4, 2017, the first day of the first full pay period following Council approval of this resolution.

SECTION 7. The City Council hereby authorizes a budget amendment to add from the General Fund Reserve balance to the General Fund expenditures line item for salary and benefit costs, the amount of $20,200, to be apportioned among the Community Development Department, Finance Department and Police Department full-time salaries.

SECTION 8. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 23RD DAY OF AUGUST, 2017

Fidencio Joel Gallardo, Mayor

APPROVED AS TO FORM:

David Aleshire, City Attorney

CERTIFICATE OF ATTESTATION AND ORIGINALITY

I, Angela Bustamante, City Clerk of the City of Bell, hereby attest to and certify that the foregoing resolution is the original resolution adopted by the Bell City Council at its regular meeting held on the 23 day of August, 2017, by the following vote:

AYES: Councilmembers Romero, Saleh, Valencia, Vice Mayor Quintana and Mayor Gallardo

NOES: None

ABSENT: None

ABSTAIN: None

Angela Bustamante, City Clerk

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August 23, 2017
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EXHIBIT A
CLASSIFICATION SPECIFICATION

CITY OF BELL

PERMIT TECHNICIAN

DEFINITION
Performs a variety of duties to assist contractors, builders, engineers, architects and the public in the permit application process; accepts, reviews and processes permit applications, and calculates fees; receives, processes, distributes and tracks plan check submittals; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from higher level supervisory or management staff.

ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- Performs a variety of duties to assist contractors, builders, engineers, architects and the public in the permit application process; accepts, reviews and processes permit applications.

- Receives, evaluates and processes private and commercial customer service requests; ascertains the needs of the customer and provides appropriate assistance and information; processes forms and building permit applications and calculates appropriate fees.

- Collaborates with constituents and inspectors to schedule inspections; documents construction and project status; issues the appropriate documentation with respect to compliance with established building codes and regulations; within established policies and procedures, authorizes and documents permits.

- Receives and processes plan check submittals; compiles tracking status data; distributes to appropriate City staff responsible for plan check review; coordinates commercial and private inspections and notifies appropriate work units.

- Collaborates with City building and code enforcement on permitting issues.

- Receives telephone inquiries from general public and business community; ascertains the nature of the call, and resolves personally or directs it to the appropriate individual or department.

- Performs a variety of office administrative tasks such as entering and retrieving data from a computer system; generates reports; prepares letters and memoranda.

- Maintains complex records and filing systems.

- Performs related duties as assigned.
QUALIFICATIONS GUIDELINES
To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:
Equivalent to completion of an Associate’s Degree (60 semester, or 90 quarter units) in planning, building or construction management.

Experience:
Two (2) years of office administrative and technical experience supporting a building inspection or planning program. Up to four (4) years of additional experience may be substituted for the required education (two years of experience for one year of college).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
- Operations, services and activities of a municipal building inspection and planning department.
- City ordinances, building codes, zoning requirements and special regulations.
- Permit processing policies and procedures.
- The City’s fee structure with respect to a variety of building projects.
- Mathematical computations such as addition, subtraction, multiplication and division.
- Modern office administrative practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Principles of record keeping and cash handling.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.
City of Bell
Classification Specification
Permit Technician

Ability to:

- Develop, interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.
- Perform a variety of building related mathematical computations.
- Review plans, drawings and related building documentation for accuracy and completeness to ensure proper processing.
- Research, compile and summarize information and data.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and software programs.
- Communicate clearly and effectively, both verbally and in writing.
- Use sound, independent judgment within established policy and procedural guidelines
- Establish and maintain effective working relationships with those contacted in the course of work

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:
Ability to obtain and retain, a California Class C driver’s license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS
Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required, depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; extensive public contact; occasional working alone.

WORKING CONDITIONS
Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. May encounter angry or upset citizens. Subject to frequent interruptions and
extensive contact with the public. Extension of the workday may be required due to meetings and workload.

(7-12-17- V2)
CLASSIFICATION SPECIFICATION

CITY OF BELL

ACCOUNTING SPECIALIST

DEFINITION
Performs the full range of technical accounting support duties related to payroll, purchasing, general bookkeeping, and other financial system functions; maintains a variety of complex financial records and systems; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
 Receives direction from higher level supervisory or management staff.

May exercise close to general supervision over Accounting Assistants and functional supervision over front counter clerical staff, as assigned.

ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- Performs the full range of technical accounting support duties related to payroll, purchasing, general bookkeeping, and other financial system functions.

- Organizes and codifies revenue receipts; enters data into financial system; prepares audit system printout and posts to general ledger for assigned fiscal areas. Maintains various spreadsheets to track payments for designated purposes.

- Performs difficult account recordkeeping work in maintenance of the general ledger.

- Maintains confidentiality of records and information. Responsible for the maintenance of all payroll documents as they relate to the City’s records retention policy.

- Review timekeeping reports to identify and resolve errors in time reported; ensure availability of leave time reported; verify earnings and deductions; ensure payroll checks are calculated in accordance with legal requirement, City policies and labor contract provisions; process stop payment requests and re-issues payroll checks.

- Monitors, participates in, and/or performs payroll, and other financial system functions in accordance with departmental policies and procedures; coordinates scheduling and ensures cross-training of staff in financial duties. Training of back-up personnel for payroll function.

- Ensure accurate reporting of changes in pay, payroll status, taxes, benefit, other deductions, retroactive pay adjustment and terminations. Process special payroll transactions, such as wage assignment and liens; calculate and prepare special payroll transactions and pay checks.
City of Bell
Classification Specification
Accounting Specialist

- Exercises functional supervision over payroll activities including the bi-weekly completion of payroll; prepares quarterly tax reports; provides confidential and sensitive information as requested; maintains complex payroll records.
- Confers with City and department representatives to provide needed information and demonstrations concerning payroll, purchasing, and other financial system policies and procedures.
- Communicate with Human Resource Department on non-routine questions regarding employees’ benefits and MOU implementation; communicates with individual employees on routine questions regarding payroll and benefits.
- Prepares warrants and wire transfer requests and submit payments related to payroll cost, such as withholding taxes, deferred compensation, wage garnishments, life insurance and accidental insurance.
- Responsible for the generation and mailing of monthly, quarterly and annual payroll, retirement and tax withholding information to federal and state government agencies and CalPERS; audit and balance accounts in preparation for generating tax reports; generates and reconciles year-end payroll reports; prepare and mail employees W-2 and related tax statements.
- Gathers and organizes data and information on operational issues with respect to accounts payable, accounts receivable, and cash receipting.
- Provides assistance to the City’s outside auditors on payroll related questions and related matters.
- Monitors or conducts accounts payable audits, ensuring accuracy of information and a review of funding availability; performs system overrides within established policy guidelines.
- May exercise functional supervision over front counter customer service activities which includes business licensing, encroachment permits and related City business areas; ensures quality customer service to members of the public.
- Remains current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public in a courteous and timely manner.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:
City of Bell
Classification Specification
Accounting Specialist

Education:
Equivalent to High School Diploma or GED supplemented by two years of college-level coursework in accounting, business administration or a related field.

Experience:
Three (3) years of increasingly responsible technical accounting experience [including at least two (2) years of payroll experience in a public agency for positions assigned to Payroll]; Ability to speak Spanish is desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
- Operations, services, activities and processes within a municipal finance department including accounts payable, accounts receivable, payroll, business licenses and related fiscal systems.
- Procedures and practices governing payroll, time reporting, and related financial transactions.
- Principles and practices of bookkeeping and general ledger maintenance.
- Mathematic functions such as addition, subtraction, multiplication and division.
- Principles and practices of government procurement.
- Principles of lead supervision and training.
- Modern office practices and procedures, including the use of standard office equipment.
- Basic computer applications such as Microsoft Office Suite to create various spreadsheets and word processing documents.
- Methods and techniques of basic report preparation.
- Principles and practices of financial record keeping.
- Methods and techniques of providing quality customer service to City staff and members of the public
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:
- Perform technical accounting duties in assigned areas of responsibility.
- Understand the City’s specialized financial operations, processes and software applications.
- Direct the work of staff engaged in clerical accounting and front counter duties.
- Establish and maintain complex financial records.
Verify, reconcile and balance complex financial transactions.

Prepare and present accurate and reliable reports.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Develop, interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.

Perform accurate mathematical calculations.

Generate and compile data for reporting purposes.

Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.

Use sound, independent judgment within established policy and procedural guidelines.

Communicate clearly and effectively, both verbally and in writing.

Understand and follow oral and/or written policies, procedures, and instructions; Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:
Ability to obtain and retain a California Class C driver’s license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS
Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; frequent public contact; occasional working alone.

WORKING CONDITIONS
Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. May encounter angry or upset citizens. Subject to frequent interruptions and extensive contact with the public. Extension of the workday may be required due to meetings and workload.

(7/12/17-V2)
CLASSIFICATION SPECIFICATION

CITY OF BELL

ACCOUNTING ASSISTANT I/II

DEFINITION
Learns to perform and performs a variety of clerical and technical accounting duties in support of the City’s financial programs including accounts payable, accounts receivable, purchasing, business licenses and other financial systems; provides customer service to members of the public by providing information and responding to questions related to area of assignment; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Accounting Assistant I
The Accounting Assistant I is the entry level classification in the accounting support series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine accounting support and customer service duties while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Account Clerk II, and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Accounting Assistant II
The Accounting Assistant II is the journey level classification in the accounting support series in which incumbents are expected to perform the full scope of assigned duties, including accounts payable, accounts receivable, purchasing, business licenses and other financial systems with minimum supervision. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision when required. This classification is distinguished from the next higher classification of Accounting Specialist in that the latter is responsible for the more advanced para-professional duties within the Finance Department.

SUPERVISION RECEIVED AND EXERCISED

Accounting Assistant I
Receives immediate supervision from administrative and/or management staff of assigned department. Incumbents in this class do not routinely exercise supervision.
City of Bell
Classification Specification
Accounting Assistant II

Accounting Assistant II
Receives general supervision from administrative and/or management staff of assigned department. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- Learns to perform and performs the full range of clerical accounting duties related to accounts payable and receivable, payroll, purchasing, citations, business licenses and other financial systems in accordance with departmental policies and procedures.
- Receives all incoming invoices; inserts vendor code; ensures that amounts are correct and distributes invoices to appropriate departments for approval.
- Receives all department approved invoices; ensures appropriate signature authority; batches invoices and enters all data into the financial system for payment processing.
- Prepares disbursements and obtains proper check signatures; mails disbursements and posts disbursements to general ledger.
- Generates a variety of reports and data relevant to payment processing.
- Maintains payment and vendor files.
- Cross trains and learns to assist in receiving, verifying and processing employee timesheets and supporting documentation for payroll processing; enters data into payroll system including payroll deductions; prints and distributes employee checks.
- Cross trains and learns to calculate payments, balance accounts and submit electronic payments to appropriate insurance and/or regulatory agencies including payroll taxes and retirement contributions.
- Receives and reviews business license submittals for a variety of businesses; submits to the appropriate City department for approval.
- Processes, prints and mails business licenses; prints and mails renewal notices annually; periodically generates delinquency notices.
- Processes and posts license payments; balances accounts.
- Reconciles and deposits cash and negotiable instruments from departments on a daily basis; prepares daily reports on deposits, receipts, and transmittals.
- Performs back up customer service support duties at the front counter by responding to questions and providing information to members of the public either on the telephone or in person.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES
City of Bell
Classification Specification
Accounting Assistant I/II

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

**Accounting Assistant I**

**Education:**
Equivalent to a High School Diploma or GED.

**Experience:**
One year of general clerical experience including some financial record keeping and report preparation experience. Ability to speak Spanish is desirable.

**Accounting Assistant II**

**Education:**
Equivalent to a High School Diploma or GED. Completion of college level accounting courses is highly desirable.

**Experience:**
Two (2) years of clerical accounting experience, including financial or statistical record keeping or cashiering equivalent to that of an Account Clerk I in the City of Bell. Ability to speak Spanish is desirable.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**
- Operations, services and processes within a municipal finance department including accounts payable, accounts receivable, payroll, business licenses and related fiscal systems.
- Modern office practices and procedures, including the use of standard office equipment.
- Basic computer applications such as Microsoft Office Suite to create various spreadsheets and word processing documents.
- Basic mathematic functions such as addition, subtraction, multiplication and division.
- Methods and techniques of cash handling.
- Methods and techniques of basic report preparation.
- Principles and practices of financial record keeping.
- Methods and techniques of providing quality customer service to City staff and members of the public.
City of Bell
Classification Specification
Accounting Assistant I/II

- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:
- Learn to perform and perform clerical accounting duties in assigned areas of responsibility.
- Learn the City’s specialized financial operations, processes and software applications.
- Perform accurate mathematical calculations.
- Verify, reconcile and balance financial transactions.
- Enter data into the City’s financial system.
- Generate and compile data for reporting purposes.
- Maintain a variety of financial records and files.
- Use sound, independent judgment within established policy and procedural guidelines.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:

Ability to obtain and retain a California Class C driver’s license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent concentration; frequent public contact; occasional working alone.
City of Bell
Classification Specification
Accounting Assistant I/II

WORKING CONDITIONS
Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. May encounter angry or upset citizens. Subject to frequent interruptions and extensive contact with the public. Extension of the workday may be required due to meetings and workload.

(7/12/17-V2)
CLASSIFICATION SPECIFICATION

CITY OF BELL

POLICE RECORDS SUPERVISOR

DEFINITION
Performs a variety of duties in supervising the operations, services and staff within the Police Department’s Records Section; functional areas of responsibility include the maintenance of confidential files and records, criminal records and reports; ensures compliance with the Department’s and mandated rules, regulations, policies and procedures; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Police Captain or Police Chief.
Exercises direct supervision over clerical staff.

ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- Performs a variety of duties in supervising the operations, services and staff within the Police Department’s Records Section; functional areas of responsibility include the maintenance of confidential files and records, criminal records and reports, and arrest and citations reports.

- Plans, directs, and supervises the work of staff engaged in records and reports maintenance; assigns work; makes hiring decisions; supervises, trains, disciplines and evaluates the work of assigned staff.

- Directs the orderly maintenance, public availability, confidentiality and security of police records; establishes work and operational standards, ensuring timely work flows and accurate outcomes.

- Answers citizen’s routine questions and requests with respect to submission of Public Records requests; receives, reviews and responds to Public Records Requests within established policies, procedures, rules and regulations; consults with supervisor and/or City Attorney as needed.

- Receives and reviews subpoenas for records and reports; utilizes established policies and procedures in response to such requests.

- Resolves complaints and issues from the public pertaining to vehicle releases.

- Reviews policies and procedures with respect to records management; prepares recommendations on updates and changes to the process.
• Reviews all police reports, identifies errors or incomplete information, and makes recommendations for corrections to the Patrol Sergeant.

• Prepares and enters statistical data into the records system for all issued departmental reports and enters statistical data for other governmental entities; files all crime reports within established guidelines.

• Conducts a second party check on validation of data entered into the system by subordinate staff to ensure accuracy and compliance with mandated standards.

• Receives requests from the general public on a variety of police records issues; researches and within established guidelines, prepares a response, or refers to higher level staff or City Attorney's staff for their action, as required.

• Coordinates Records Section operations with other City departments and divisions.

• Identifies training needs; prepares training materials; conducts staff training on the department's computer system and/or operational changes including the use of the California Law Enforcement Telecommunications System.

• Validates the monthly NCIC report log to ensure currency of information and prepares any required letters or notifications.

• Gathers and generates departmental criminal statistics in compliance with mandated requirements.

• Directs and coordinates criminal record sealing and purging of documents pursuant to court orders.

• Utilizes a variety of specialized equipment and databases used in police records operations.

• Coordinates periodic audits of records unit information and processes, including the Department of Justice and National Crime Information Audits.

• Serves as the Department Custodian of Records; prepares declarations and certifications; responds to criminal and civil subpoenas for Department records; appears in court and testifies on police records issues as needed.

• Serves as the Department liaison with federal, state, and other governmental entities to ensure that the Department is in compliance with legislative changes or new regulations or policies.

• Participates in professional group meetings to keep informed of trends and innovations in the police records management field; monitors legal and procedural changes related to law enforcement records.

• Prepares, places and receives the periodic order of all Departmental forms including traffic citations.
City of Bell
Classification Specification
Police Records Supervisor

- Maintains the audit trail for all documents released to co-workers or the public to ensure compliance with state law governing the dissemination of public records.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES
To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:
Equivalent to an Associate’s Degree in Administration of Justice, Public Administration or a related field.

Experience:
Five (5) years of increasingly responsible police records management experience, including use of police records management systems and databases.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
- Operations, services and activities of the criminal justice system, a municipal police department, and the role of the Records Bureau and records management program in its operations.
- Principles and practices of supervision, training, discipline and performance evaluation.
- Principles, practices, rules and regulations related to the storage, retrieval, release and retention of confidential police data, reports and records.
- Operational characteristics of a variety of specialized computer systems used in police reports and records retention.
- Court systems, procedures and requirements as they relate to police reports and records including criminal case filing and record sealing.
- Methods and techniques of business correspondence and report writing.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Principles, practices, methods and techniques of complex record keeping and retention.
- Methods and techniques of providing quality customer service to City staff and members of the public.
City of Bell
Classification Specification
Police Records Supervisor

- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, codes, ordinances, regulations, policies and procedures governing a municipal police department.

**Ability to:**

- Plan, direct, organize and supervise the daily operations of a records and reports maintenance function within a municipal police department.
- Supervise, schedule, hire, train, discipline and evaluate subordinate staff.
- Apply, understand, interpret and apply records management laws, rules, regulations, policies and procedures and respond accordingly in a given situation.
- Revise and recommend work flow operations and updates to records unit policies and procedures.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of supervision and direction.
- Coordinate Records Bureau operations with other City departments and divisions.
- Operate a law enforcement records management system.
- Compile data and statistics, and prepare reports.
- Utilize specialized law enforcement programs and software systems specific to the police records and reports function.
- Operate modern office equipment including computer equipment and software programs; evaluate and recommend new computer equipment and software programs.
- Communicate clearly and effectively, both verbally and in writing; interpret and explain City policies and procedures.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations to make sound decisions.
- Establish and maintain effective working relationships with those contacted in the course of work.

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

Ability to obtain and maintain Department of Justice certifications for both the operation and training of employees in the use of the California Law Enforcement Telecommunications System.
Some positions require the possession of, or the ability to obtain and retain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL AND MENTAL REQUIREMENTS**

**Mobility** – frequent sitting for extended periods; occasional driving may be required, depending upon assignment; occasional bending, kneeling, and squatting. **Lifting** – occasional lifting up to 25 pounds. **Vision** – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. **Dexterity** – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. **Hearing/Talking** - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. **Emotional/Psychological** – frequent decision making and concentration; extensive public contact over the telephone; occasional working alone.

**WORKING CONDITIONS**

Work is typically performed in an indoor office environment, but occasionally requires travel to other locations. Work environments may be noisy. Evening, holiday and/or weekend work may be required.

(7-12-17-V2)
CLASSIFICATION SPECIFICATION

CITY OF BELL

POLICE RECORDS SPECIALIST

DEFINITION
Performs a variety of administrative and clerical duties in support of Police Department operations including police records and reports, and court filing clerk related tasks; receives and responds to questions from the general public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from higher level supervisory and management staff.

ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- Performs a variety of administrative and clerical duties in support of Police Department operations including police records and reports, and court filing clerk related tasks.
- Answers calls or receives written requests from multiple sources for information about vehicle releases, police reports, traffic tickets, and arrests; determines nature of request and within department standard operating procedures, provides a response or refers to a higher level supervisor or manager.
- Provides front counter duties; greets members of the public in person; determines purpose of visit and within standard operating procedures, provides a response or refers to higher level supervisor or manager.
- Receives information and enters police reports into the Department’s records management system.
- Provides clerical administrative support to the vehicle release program; distributes notifications; verifies vehicle ownership; and receives payments for impounded, stored and recovered vehicles.
- Provides general clerical support involving the use of standard office equipment including telephones, photocopiers and fax machines.
- Performs background checks as assigned.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES
To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:
City of Bell
Classification Specification
Police Records Specialist

Education:
Equivalent to a High School Diploma or GED.

Experience:
Two (2) years of clerical experience, preferably in a law enforcement environment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operations, services and activities of a municipal police department.
- Standard operating policies and procedures within assigned areas of responsibility.
- Modern office administrative practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing, database, and spreadsheet applications, and any other specialized applications used within a police department.
- Operational policies, practices, processes and standards within assigned area including court services, and police records retention.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection.
- Basic mathematics.
- Principles and practices of complex record keeping.
- Cash handling methods.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

Ability to:

- Perform responsible clerical administrative tasks within assigned area with accuracy and speed.
City of Bell
Classification Specification
Police Records Specialist

- Provide varied, confidential and responsible administrative support requiring the use of independent judgment, tact and discretion.
- Explain a wide variety of Department policies and procedures to members of the public.
- Research, compile and summarize information and data.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Operate modern office equipment including computer equipment and specialized law enforcement applications.
- Communicate clearly and effectively, both verbally and in writing.
- Use sound, independent judgment within established policy and procedural guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:
Some positions require the possession of, or the ability to obtain and retain a California Class C driver’s license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS
Mobility – frequent standing or sitting for extended periods; frequent walking; driving may be required, depending upon assignment; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 25 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration; extensive public contact; occasional working alone.

WORKING CONDITIONS
Work is typically performed in an indoor office environment. Work environments may be noisy. Occasional evening, holiday and/or weekend work may be required.

(7-12-17- V2)
CLASSIFICATION SPECIFICATION

CITY OF BELL

PROPERTY AND EVIDENCE SPECIALIST

DEFINITION

Performs a variety of administrative and technical duties in support of Police Department Detective Bureau operations involving the maintenance, preservation, control and disposal of property and evidence; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

• Following departmental procedures, receives, tags and stores found property and evidence; distributes notification letters for found property; maintains tracking and custody of all evidence and property.

• Maintains, preserves, stores, and disposes of property and evidence collected in the course of police operations and investigations in accordance with specific laws, rules, regulations, and policies.

• Assists sworn officers in the preservation of evidence from crime scenes, ensuring the proper handling and preservation of same.

• Develops and conducts departmental training regarding property and evidence, impound storage, and destruction procedures; including updates on new policies or changes to existing procedures.

• Prepares and maintains logs and records of property received, stored, destroyed, returned, or sold; performs regular audits of records, weapons, money and narcotics collected as evidence or found, following established procedures.

• Processes and/or transports property and blood/urine tests received in evidence to crime lab and identification unit for forensic processing/analysis for criminal court cases.

• Remains informed of laws, regulations, and policies relating to property and evidence preservation, storage, and disposal.

• May serve as a court filing officer as required; receives, inputs data and transports police report packets to the various courts within the local area; updates court responses into the department’s computer system.
City of Bell  
Classification Specification  
Property and Evidence Specialist

- Maintains security of property/evidence storage areas.
- Orders evidence supplies.
- May give testimony in court as to preservation, storage, or disposal of property/evidence.
- Performs administrative and record keeping duties as may be required or assigned; researches case information as necessary.
- Answers calls or receives written requests from multiple sources for information; determines nature of request and within department standard operating procedures, provides a response or refers to a higher level supervisor or manager.
- Provides a variety of administrative and technical support to the property and evidence program and to the Detective Bureau; ensures the proper processing of case dispositions, criminal tracking files and juvenile cases; verifies outstanding fugitive warrants; and handles all due diligence updates and notifications.
- May assist in providing front counter duties; greets members of the public in person; determines purpose of visit and within standard operating procedures, provides a response or refers to higher level supervisor or manager.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES
To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:
Equivalent to a High School Diploma or GED.

Experience:
Two (2) years of clerical or administrative experience in a law enforcement environment. Possession of a Property and Evidence Management certification or other related certifications is highly desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
- Operations, services and activities of a municipal police department.
- Standard operating policies and procedures related to police records management, court services, property and evidence.
City of Bell
Classification Specification
Property and Evidence Specialist

- Federal, State, and local laws, ordinances and regulations related to property and evidence collection, storage, release and disposal.
- Modern office administrative practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing, database, and spreadsheet applications, and any other specialized applications used within a police department.
- Rules and regulations governing the collection, tagging and retention of evidence.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection.
- Basic mathematics.
- Principles and practices of complex record keeping.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Perform responsible administrative and technical tasks within the property and evidence section of the department.
- Provide varied, confidential and responsible administrative support requiring the use of independent judgment, tact and discretion.
- Explain a wide variety of Department policies and procedures to members of the public.
- Receive, process, tag and store evidence collected from crime scenes.
- Protect the integrity of evidence.
- Assist in the collection of evidence.
- Maintain inventory control and conduct property audits.
- Research, compile and summarize information and data.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Operate modern office equipment including computer equipment and specialized law enforcement applications.
- Communicate clearly and effectively, both verbally and in writing.
- Use sound, independent judgment within established policy and procedural guidelines.
City of Bell
Classification Specification
Property and Evidence Specialist

- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain confidentiality of police work.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:
Some positions require the possession of, or the ability to obtain and retain a California Class C driver’s license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS
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WORKING CONDITIONS
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(7-12-17- V2)
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