

# R-21

August 16, 2022

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Adopt a Resolution amending the Fiscal Year 2022 City Salary Resolution establishing the Community Services Assistant I - II classification and salaries. (Citywide)

## DISCUSSION

City Council approval is requested to adopt the attached Resolution amending the Fiscal Year 2022 (FY 22) City Salary Resolution establishing the Community Services Assistant I – II classification and salaries. The classification is represented by the International Association of Machinist and Aerospace Workers (IAM) in the Protection Basic bargaining unit. The City of Long Beach's (City) Labor Representatives met with Long Beach Police Officers Association (POA) and IAM on the proposed classification specification and salaries and have reached an agreement.

Community Services Assistant I – II is a new civilian classification that will perform non-sworn, service-oriented duties related to law enforcement that will allow the City's Police Officers to focus on immediate crime intervention and enforcement. The example of duties for the classification are as follows:

- Responds to non-emergency calls for service including, but not limited to, home/auto burglaries, non-injury traffic collisions, parking violations, and noise complaints, utilizing a department vehicle;
- Prepares crime, incident, and traffic collision reports not requiring the expertise of a sworn officer;
- Operates a variety of office equipment including two-way radio, computer systems, and telephone;
- Provides information to residents and visitors including, but not limited to, Police Department procedures and crime reporting protocols;
- Maintains records and prepares routine reports;
- May enforce parking control Ordinances;
- May testify and present evidence in court.

Two grade levels were developed for the Community Services Assistant classification. Grade level I is intended to be an entry-level classification which will receive formal training and will perform the duties of the classification under general supervision. Grade level II is intended to

be the journey level classification. Incumbents in grade level II will possess a significant level of knowledge, skills, and abilities in the classification and will often exercise independent

judgment in the performance of the duties of the classification. Grade level II may also serve as a lead to other Community Services Assistants.

The table below summarizes the proposed salary ranges subject to City Council approval:

Classification	Range
Community Services Assistant I	420
Community Services Assistant II	450

This matter was reviewed by Assistant City Attorney Gary J. Anderson on July 20, 2022 and by Budget Management Officer Nader Kaamoush on August 1, 2022.

#### TIMING CONSIDERATIONS

City Council action is requested on August 16, 2022, to allow the FY 22 City Salary Resolution establishing the Community Services Assistant 1 – 11 classification and salaries to be effective following adoption by the City Council.

#### FISCAL IMPACT

Sixteen (16) Community Services Assistant II positions were added to the Police Department's FY 21 Adopted Budget, offset with the elimination of sixteen sworn Police Officer positions. The total annual cost for sixteen Community Services Assistant II positions at the proposed pay grade is approximately \$1,455,280 in FY 22. This recommendation is intended to assist the department's ability to staff positions with no impact to already budgeted positions and it is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

#### SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



JOE AMBROSINI  
DIRECTOR OF HUMAN RESOURCES

APPROVED:



THOMAS B. MODICA  
CITY MANAGER

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF LONG BEACH AMENDING THE FISCAL YEAR  
2022 CITY SALARY RESOLUTION NO. RES-21-0100  
ESTABLISHING THE COMMUNITY SERVICES ASSISTANT  
I-II CLASSIFICATION AND SALARIES. (CITYWIDE)

WHEREAS, the City Council seeks to establish the Community Services Assistant I - II classification and salaries to perform non-sworn, service-oriented duties related to law enforcement.

NOW, THEREFORE, the City Council of the City of Long Beach resolves as follows:

Section 1. Attachment "A" of Resolution No. RES-21-0100, adopted on August 24, 2021, is amended by establishing a new job classification as follows:

Classification	Range
Community Services Assistant I	420
Community Services Assistant II	450

Section 2. This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting this resolution.

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Ayes:	Councilmembers:	_____
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Noes:	Councilmembers:	_____
		_____
Absent:	Councilmembers:	_____
		_____
Recusal(s):	Councilmembers:	_____
		_____

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City Clerk

**ATTACHMENT A**

1	Community Impact Officer	E00
2	Community Information Officer	E00
3	Community Information Specialist I	350
4	Community Information Specialist II	390
5	Community Program Specialist I	470
6	Community Program Specialist II	530
7	Community Program Specialist III	570
8	Community Program Specialist IV	600
9	Community Program Specialist V	630
10	Community Program Technician I	370
11	Community Program Technician II	400
12	Community Program Technician III	430
13	Community Program Technician IV	460
14	Community Relations Assistant I (T)	370
15	Community Relations Assistant II (T)	460
16	Community Services Assistant I	420
17	Community Services Assistant II	450
18	Community Services Officer	E00
19	Community Services Supervisor	570
20	Community Services Supervisor II (T)	570
21	Community Worker	320
22	Construction Inspector I	534
23	Construction Inspector II	574
24	Construction Services Officer	E00
25	Contract Management Officer	E00
26	Contracts Officer (T)	E00
27	Contracts Officer - Fleet	E00
28	Controls Operations Officer	E00