



## Legislation Text

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**File #:** 22-0971, **Version:** 1

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Recommendation to adopt resolution amending the Fiscal Year 2022 City Salary Resolution establishing the Community Services Assistant I - II classification and salaries. (Citywide)

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 Kaamouch on August 1, 2022.

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.

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.

Approve recommendation.

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JOE AMBROSINI  
DIRECTOR OF HUMAN RESOURCES

APPROVED:

THOMAS B. MODICA  
CITY MANAGER