

RESOLUTION NO. 2021-078

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA ESTABLISHING A POLICE LIEUTENANT POSITION WITHIN THE POLICE DEPARTMENT AND A SALARY SCHEDULE IN ACCORDANCE WITH THE 2018 KOFF COMPENSATION STUDY

WHEREAS, the City Council has reviewed and considered the recommendations of the City Manager and Police Chief for establishing a Police Lieutenant position within the Police Department at its October 19, 2021, regular meeting; and

WHEREAS, The Calistoga Police Department lacks executive management staffing to effectively manage the 24x7 operations. A performance goal by the City Manager has been to have a succession plan for the police department and to provide management oversight to ensure effective management and reduce and mitigate vicarious liabilities for the police department and City; and

WHEREAS, A Police Lieutenant position would provide command interaction with other law enforcement agencies during critical incidents, command posts, emergency operations center activations and at county operational command meetings. A Lieutenant position was recommended by the Matrix Study report in April 2020 to serve as the direct report for the Sergeants and the Police Dispatch Supervisor; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Calistoga hereby establishes the Police Lieutenant position within the Police Department as set forth as **Exhibit A** to this resolution.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Calistoga hereby establishes this position at Range 49 within the adopted Salary Schedule of the City of Calistoga as set forth as **Exhibit B** to this resolution.

PASSED, APPROVED AND ADOPTED this 19th day of **October 2021**. I, **MARNI RITTBURG, CITY CLERK OF THE CITY OF CALISTOGA, HEREBY CERTIFY** the foregoing resolution was introduced and passed at a regular meeting of the Calistoga City Council by the following roll call vote:

AYES: Councilmembers Gift, Kraus, and Williams, Vice Mayor Lopez-Ortega, and Mayor Canning

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST:


Marni Rittburg, CMC, City Clerk

APPROVED:


Chris Canning, Mayor



JULY 2021
FLSA: EXEMPT

POLICE LIEUTENANT

DEFINITION

Under general direction, serves as a member of the department's management team and fills as the Acting Chief of Police as needed; administers, directs and reviews the work of sworn and non-sworn personnel; performs law enforcement and support activities in the Police Department; supervises, oversees and directs daily patrol activities of the Police Department, exercising broad discretion and possessing technical and practical abilities in management and leadership; develops and implements policies upon the approval of the Chief and/or City Manager; represents the department upon the approval of the Chief in city, county, and state meetings; coordinates assigned activities with other city departments and outside agencies; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Police Chief. Exercises direct and general supervision over sworn and non-sworn staff.

CLASS CHARACTERISTICS

This is a management classification that manages the operations and services of the City's Police Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees investigative activities and operations of the assigned company or station, including emergency response, non-emergency maintenance, and administrative duties. Successful performance of the work requires an extensive professional background as well as skill in coordinating work with that of other City departments and public agencies. This class is distinguished from Police Chief in that the latter has overall management responsibility for all police safety programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Administers, directs, and reviews the work of sworn and non-sworn personnel.
- Prepares, contributes to, and approves annual employee evaluation reports.
- Mentors subordinates and serves as a role model for the department core values.
- Participates in the recruitment and hiring process.
- Works towards the improvement of police-community relations to solve identifiable problems.
- Coordinates problem-solving efforts with civic groups, private enterprise and other city, state, and federal agencies.
- Plans the utilization of personnel to meet normal and emergency conditions.
- Staffs, schedules, and approves leave requests.
- Markets and develops team policing and team building strategies.

- Serves as the Department's training manager and is responsible for ensuring state and federal training requirements are met.
- Identifies training needs and assists in the development and delivery of training programs according to the needs of personnel and the Police Department.
- Participates in the investigation of citizen complaints and policy violations against department personnel.
- Recommends and implements discipline, as needed.
- Conducts periodic inspections of officers during their tour of duty.
- Reviews administrative and operational reports for accuracy and conformance with policies, procedures, and laws.
- Reads, interprets, and disseminates information contained in rules and procedures, police bulletins, staff reports, budget documents and new laws.
- Develops major event and tactical planning; makes oral presentations.
- Participates in special programs with citizens groups, students, community organizations and City Council; develops and implements special projects.
- Prepares and supervises the preparation of necessary records and reports relating to activities undertaken and reviews reports prepared and submitted by subordinates; conducts research and analysis for staff reports.
- Logs activity into department's database to accurately reflect activity and status.
- Participates in community policing activity including downtown foot patrol, school visits, organized events, community meetings etc.
- Responds to calls for services as needed, including during off hours.
- Oversees the investigation of crimes; responds to and provides necessary coordination and direction at major incidents; conducts internal affairs and background investigations; testifies in court and at departmental hearings.
- Serves as the Acting Chief of Police.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices and techniques of police administration, organization, and operations.
- Law enforcement theory, principles, and practices and their application in a wide variety of services and programs.
- Functions and objectives of federal, state, and local law enforcement agencies.
- Principles and practices of program planning, monitoring, and evaluation.
- Methods and techniques of public relations.
- Principles and practices of budget preparation and administration.
- Theory and practice of community-oriented policing.
- Techniques used in problem solving policing, patrol, crime prevention, traffic enforcement, investigation, and identification.
- Modern methods of management in a police department, including problem solving and principals and techniques of organizational effectiveness.
- Principles of effective supervision and training, and personnel management.
- Recent court decisions and how they affect department operations.
- Applicable federal, state, and local laws, codes, and regulations.
- Methods and techniques of scheduling work assignments.
- Methods and techniques for record keeping and report preparation and writing.
- Proper English, spelling and grammar.

- Occupational hazards and standard safety practices.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Analyze complex issues and develop and implement appropriate responses; plan, direct, manage and coordinate the work of personnel and oversee problem solving efforts.
- Develop and administer sound departmental goals, objectives, policies, and methods for evaluating achievement and performance levels.
- Develop effective team strategies.
- Work effectively in physically, psychologically, and emotionally stressful situations.
- Effectively manage emergency or life-threatening situations.
- Act quickly and calmly in emergency situations.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Read, interpret, and record data accurately.
- Organize, prioritize and follow-up on work assignments.
- Provide resourcefulness in all facets of modern and progressive law enforcement management.
- Coach, motivate and lead employees.
- Operate police vehicles in a safe and appropriate manner.
- Meet standards for physical endurance, agility, health, and vision.
- Maintain firearm proficiency levels.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Safely and effectively operate a variety of law enforcement equipment, firearms, and a police vehicle in emergency situations.

Education and Experience:

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:

Equivalent to an associate degree in police science, criminal justice, or a related field and five (5) years of experience as a sworn law enforcement officer. A Bachelor's degree is desirable.

Five years of increasingly responsible law enforcement experience including two years of administrative and/or lead supervisory experience equivalent to a Sergeant at a California P.O.S.T. certified law enforcement agency.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of an Intermediate Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession of, or ability to obtain, a Management Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) within twenty-four (24) months of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and 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 involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions. The position also requires near and far vision and acute hearing. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

City of Calistoga
Salary Schedule - FY 20-21 (Effective 01/01/21)

EXHIBIT B

Effective Date(s) and Changes	Applicable Group		Unrepresented Group								
	11/1/2011		1/1/2013	1/1/2014	1/1/2015	1/1/2016	1/1/2017	1/1/2018	1/1/2019	1/1/2020	1/1/2021
Dates	7/1/2009	11/1/2011	1/1/2013	1/1/2014	1/1/2015	1/1/2016	1/1/2017	1/1/2018	1/1/2019	1/1/2020	1/1/2021
What	Per Resolution 2006-088 June to Apr Median CPI	Per Resolution	Per Resolution 2013-065	Per Resolution 2013-065	Per Resolution 2015-039	Per Resolution 2016-004 Koff Implementati	Per Resolution 2016-004 Koff Implementati	Per Resolution 2016-004 Koff Implementati	Per Resolution	Per Resolution 2019-015 & 2020-001	Per Resolution 2019-015 & 2020-001
Percentage	2.40%	-5.00%	2.00%	1.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%

Position Title	Type	FLSA	Range	Comments
Administrative Services Director	Mgmt	Exempt	50-63	
Associate Civil Engineer	Mid-Mgmt	Exempt	37	
Building Official	Mid-Mgmt	Exempt	43	
City Clerk	Mid-Mgmt	Exempt	40	
Code Enforcement	Mid-Mgmt	Non-Exempt	25	
Deputy City Clerk	Mid-Mgmt	Exempt	31	
Deputy Public Works Director	Mgmt	Exempt	47	
Executive Assistant to City Manager	Mid-Mgmt	Non-Exempt	20	
Fire Chief	Mgmt	Exempt	50-63	
Human Resources/Finance Specialist	Mid-Mgmt	Non-Exempt	29	
Maintenance Superintendent	Mid-Mgmt	Exempt	38	
Planning and Building Director	Mgmt	Exempt	50-63	
Police Chief	Mgmt	Exempt	50-63	
Police Lieutenant	Mid-Mgmt	Exempt	49	
Public Works Director/City Engineer	Mgmt	Exempt	50-63	
Recreation Director	Mgmt	Exempt	50-63	
Senior Civil Engineer	Mid-Mgmt	Exempt	41	
Senior Planner	Mid-Mgmt	Exempt	39	
Senior Planner/Assistant to City Manager	Mid-Mgmt	Exempt	43	
Utility Systems Superintendent	Mid-Mgmt	Exempt	40	

Range #	Monthly Adopted (1)					Annual Calculation (2)				
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 1	Step 2	Step 3	Step 4	Step 5
20	5,140	5,397	5,667	5,951	6,248	61,685	64,769	68,007	71,408	74,978
21	5,266	5,529	5,806	6,096	6,401	63,190	66,349	69,667	73,150	76,807
22	5,397	5,667	5,951	6,248	6,561	64,769	68,008	71,408	74,979	78,728
23	5,529	5,806	6,096	6,401	6,721	66,349	69,666	73,149	76,807	80,647
24	5,667	5,951	6,248	6,561	6,889	68,007	71,408	74,978	78,727	82,663
25	5,806	6,096	6,401	6,721	7,057	69,667	73,150	76,808	80,648	84,680
26	5,951	6,248	6,561	6,889	7,233	71,409	74,979	78,728	82,664	86,797
27	6,096	6,401	6,721	7,057	7,409	73,149	76,806	80,646	84,679	88,913
28	6,248	6,561	6,889	7,233	7,595	74,977	78,726	82,663	86,796	91,136
29	6,401	6,721	7,057	7,409	7,780	76,806	80,646	84,679	88,913	93,358
30	6,561	6,889	7,233	7,595	7,974	78,726	82,663	86,796	91,136	95,692
31	6,721	7,057	7,409	7,780	8,169	80,646	84,679	88,913	93,358	98,026
32	6,889	7,233	7,595	7,974	8,373	82,663	86,796	91,136	95,692	100,477
33	7,057	7,409	7,780	8,169	8,577	84,679	88,913	93,358	98,026	102,928
34	7,233	7,595	7,974	8,373	8,792	86,796	91,135	95,692	100,477	105,501
35	7,409	7,780	8,169	8,577	9,006	88,914	93,359	98,027	102,929	108,075
36	7,595	7,974	8,373	8,792	9,231	91,136	95,693	100,478	105,502	110,777
37	7,780	8,169	8,577	9,006	9,457	93,360	98,028	102,929	108,076	113,480
38	7,975	8,373	8,792	9,231	9,693	95,694	100,479	105,503	110,778	116,317
39	8,169	8,577	9,006	9,457	9,929	98,027	102,928	108,075	113,479	119,153
40	8,373	8,792	9,231	9,693	10,178	100,478	105,502	110,777	116,316	122,131
41	8,577	9,006	9,457	9,929	10,426	102,928	108,075	113,479	119,153	125,110
42	8,792	9,231	9,693	10,178	10,686	105,502	110,777	116,316	122,131	128,238
43	9,006	9,457	9,929	10,426	10,947	108,075	113,479	119,153	125,110	131,366
44	9,231	9,693	10,178	10,686	11,221	110,777	116,316	122,131	128,238	134,650
45	9,457	9,929	10,426	10,947	11,494	113,479	119,152	125,110	131,366	137,934
46	9,693	10,178	10,686	11,221	11,782	116,316	122,131	128,238	134,650	141,382
47	9,929	10,426	10,947	11,494	12,069	119,152	125,110	131,366	137,934	144,831
48	10,178	10,686	11,221	11,782	12,371	122,131	128,238	134,650	141,382	148,451
49	10,426	10,947	11,494	12,069	12,673	125,110	131,366	137,934	144,831	152,072
50	10,686	11,221	11,782	12,371	12,989	128,238	134,650	141,382	148,451	155,874
51	10,947	11,494	12,069	12,673	13,306	131,366	137,934	144,830	152,072	159,676
52	11,221	11,782	12,371	12,989	13,639	134,650	141,382	148,451	155,874	163,667
53	11,494	12,069	12,673	13,306	13,972	137,934	144,830	152,072	159,676	167,659
54	11,782	12,371	12,989	13,639	14,321	141,382	148,451	155,874	163,667	171,851
55	12,069	12,673	13,306	13,972	14,670	144,830	152,072	159,676	167,659	176,042
56	12,371	12,989	13,639	14,321	15,037	148,451	155,874	163,667	171,851	180,443
57	12,673	13,306	13,972	14,670	15,404	152,072	159,675	167,659	176,042	184,844
58	12,989	13,639	14,321	15,037	15,789	155,874	163,667	171,851	180,443	189,465
59	13,314	13,980	14,679	15,413	16,184	159,771	167,759	176,147	184,954	194,202
60	13,647	14,329	15,046	15,798	16,588	163,765	171,953	180,551	189,578	199,057
61	13,988	14,688	15,422	16,193	17,003	167,859	176,252	185,064	194,318	204,034
62	14,338	15,055	15,808	16,598	17,428	172,055	180,658	189,691	199,176	209,134
63	14,696	15,431	16,203	17,013	17,864	176,357	185,175	194,433	204,155	214,363
64	15,064	15,817	16,608	17,438	18,310	180,766	189,804	199,294	209,259	219,722

(1) Monthly Rate adopted by resolution. Annual COLA, from other group MOUs or CPI, results are rounded to whole dollar, except for CM Position.	(2) Annual Rate - Monthly multiplied by 12. Entered into Payroll for Calculation of Payroll Rates.
(3) Hourly Payroll Rate - Annual Rate divided by 2080 hours rounded to nearest cent. (Daily rates calculated at 8 hours, Payperiod rates calculated at Annual rate divided by 24)	