

REPORT TO CITY COUNCIL

DATE: DECEMBER 11, 2019
TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: GREG RAMIREZ, CITY MANAGER *GR*
BY: NATHAN HAMBURGER, ASSISTANT CITY MANAGER *nh*
SUBJECT: APPROVE RESOLUTION NO. 19-1917; ESTABLISHING THE CLASSIFICATION OF PUBLIC SAFETY LIAISON OFFICER AND CORRESPONDING SALARY RANGE

Over the past six months, the City Manager, at the direction of the City Council, has analyzed the public safety services and considered additional ways to add to the services the City receives via contract with Los Angeles County. Although the Sheriff's Department has continued to provide a high quality of services to the community at-large, there are various events, and programs that would require additional part-time staff to expand the services the City provides.

This position would be under the supervision of the City Manager's Office and will serve as the City's representative at local law enforcement meetings, assist with the Neighborhood Watch Program and Homeless Working Group for our region, provide professional insight on security measures for community events and special public safety projects such as evacuations, as needed. This position will have the ability to assist code enforcement staff with the application of various parking regulations, as well as to analyze crime statistics and current issues, and provide recommended strategies to address them.

The request before the City Council is to establish a new part-time classification of Public Safety Liaison Officer and the corresponding salary range. This position will be funded through the existing budget allotted for Sheriff Services, which is comprised of General Funds and various special-use funds and will not require any additional budget appropriations. The position will not receive benefits in accordance with the existing personnel rules relating to part-time employees.

The City Manager will plan to fill this position shortly, following the City Council's consideration of this item.

RECOMMENDATION

It is recommended the City Council approve Resolution No. 19-1917, establishing the

classification of Public Safety Liaison Officer and setting the salary range and benefits.

Attachment: Resolution 19-1917

RESOLUTION NO. 19-1917

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ESTABLISHING THE CLASSIFICATION OF PUBLIC SAFETY LIAISON OFFICER AND SETTING THE SALARY RANGE AND BENEFITS

THE CITY COUNCIL OF THE CITY OF AGOURA HILLS HEREBY FINDS, RESOLVES, AND ORDERS AS FOLLOWS:

SECTION 1. The classification of Public Safety Liaison Officer is hereby established with the job classification duties adopted herein, attached as "Exhibit A."

SECTION 2. The Public Safety Liaison Officer classification within the salary range is set at range 46 under the approved part-time employee salary schedule.

PASSED, APPROVED, AND ADOPTED this 11th day of December 2019, by the following vote to wit:

AYES: ()
NOES: ()
ABSENT: ()
ABSTAIN: ()

Illece Buckley Weber, Mayor

ATTEST:

Kimberly M. Rodrigues, City Clerk

EXHIBIT "A"

**PUBLIC SAFETY LIAISON OFFICER
JOB DESCRIPTION**

CITY OF AGOURA HILLS

PUBLIC SAFETY LIAISON OFFICER

DEFINITION

Under general supervision performs community safety assignments; acts as liaison between the community and the Sheriff's Department for prevention programs; performs related work as assigned.

CLASS CHARACTERISTICS

Incumbents are responsible for community safety and service duties, and selective enforcement of designated municipal codes.

EXAMPLES OF DUTIES

Duties include, but are not limited to the following:

1. Conducts neighborhood and business watch meetings and makes neighborhood watch and school contacts for crime prevention efforts.
2. Develops and enhances programs for youth, such as intervention, the mentoring program and the student safety commission.
3. Performs selective enforcement of city codes related to parking and vehicle abatement.
4. Marks, cites, tags and removes vehicles from City streets; cites parked vehicles for various violations.
5. Maintains visibility by patrolling residential and commercial areas and parks and making checks in response to residents' requests.
6. Responds to residents' letters and complaints; assists with special projects. Maintains basic records of work performed.
7. Coordinates special Public Safety functions and safety activities with the Los Angeles County Sheriff and Fire departments.
8. Provides traffic/crowd control for accidents, parades and other special events.

QUALIFICATION GUIDELINES

Knowledge, Skills and Abilities

Knowledge of: basic law enforcement organization, activities, terminology and regulations; basic interviewing methods and principles; safe work methods and safety practices.

Ability to: conduct effective neighborhood meetings to educate the public in crime prevention methods and practices; establish and maintain effective working relationships with those contacted in the course of work; prepare, maintain and file reports, records and other written materials; interpret, apply and explain a variety of ordinances, rules and regulations; operate a computer and other office equipment; operate radios and other communication equipment; provide direction to clerical staff or volunteers.

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary. Example combinations include:

Equivalent to graduation from high school and two years' experience which has included substantial public contact and public presentations, or an AA degree in administration of justice or public administration.

Required Licenses and Certificates

Possession of an appropriate California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to stand, sit, walk, talk, hear and to use hands to finger, grasp and perform repetitive motions. Employees occasionally lift up to 25 pounds. Specific vision abilities required by these positions are those required to perform office machine operations.

Work Environment

Incumbents are exposed to both inside and outside environments. The noise level is occasionally loud in field settings.