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SPECS FOR POLICE COUNCIL APPROVED THE JOB SPECIFICATIONS FOR POLICE OFFICER OFFICER TRAINEE TRAINEE II AND JR./ASSISTANT/ASSOCIATE CIVIL ENGINEER - II AND CIVIL TRAFFIC. ENGINEER - TRAFFIC APPROVED

SALARY INCREASES FOR POLICE OFFICERS GRANTED Council was apprised that in the Memorandum of Understanding with the Police Officers Association of Lodi, the City has agreed to provide on April 8, 1985 a salary increase of 2% plus 75% of the change in CPI from August 1984 to February 1985. The CPI rose 1.2% during that period, resulting in a 2.1% salary increase.

RES. NO. 85-43 Council adopted Resolution No. 85-43 adopting the following salary schedule for police positions, effective April 8, 1985:

BI-WEEKLY SALARY RATES

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Police Officer	\$806.61	\$ 846.94	\$ 889.29	\$ 933.75	\$ 980.44
Police Officer Trainee	696.78	731.62	768.20	806.61	846.94
Police Officer Trainee II	696.78	731.62	768.20	806.61	846.94
Police Sergeant	934.58	981.31	1,030.38	1,081.90	1,136.00
Police Lieutenant	1,077.78	1,131.67	1,188.25	1,247.66	1,310.04
Police Captain	1,247.66	1,310.04	1,375.54	1,444.32	1,516.54

COUNCIL COMMUNICATION

TO: THE CITY COUNCIL FROM: THE CITY MANAGER'S OFFICE	DATE MARCH 27, 1985	NO.
SUBJECT: SALARY INCREASES FOR POLICE OFFICERS		

In the Memorandum of Understanding with the Police Officers Association of Lodi, the City has agreed to provide on April 8, 1985 a salary increase of 2% plus 75% of the change in CPI from August 1984 to February 1985. The CPI rose 1.2% during that period, resulting in a 2.1% salary increase.

The Police Sergeants, Lieutenants and Captains are not represented by the Association; however, the City has in the past granted like salary increases to these Mid-Management positions.

Council is requested to adopt the following salary schedule for Police positions, effective April 8, 1985:

	<u>Bi-Weekly Salary Rates</u>				
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
POLICE OFFICER	\$ 806.61	\$ 846.94	\$ 889.29	\$ 933.75	\$ 980.44
POLICE OFFICER TRAINEE	696.78	731.62	768.20	806.61	846.94
POLICE OFFICER TRAINEE II	696.78	731.62	768.20	806.61	846.94
POLICE SERGEANT	934.58	981.31	1,030.38	1,081.90	1,136.00
POLICE LIEUTENANT	1,077.78	1,131.67	1,188.25	1,247.66	1,310.04
POLICE CAPTAIN	1,247.66	1,310.04	1,375.54	1,444.32	1,516.54



 JERRY L. GLENN
 ASSISTANT CITY MANAGER

JLG:vc

COUNCIL COMMUNICATION

TO: THE CITY COUNCIL
FROM: THE CITY MANAGER'S OFFICE

DATE
MARCH 25, 1985

NO.

SUBJECT: ADOPT JOB SPECIFICATIONS FOR POLICE OFFICER TRAINEE II AND
JR./ASSISTANT/ASSOCIATE CIVIL ENGINEER - TRAFFIC.

RECOMMENDATION

Council approve job specifications for Police Officer Trainee II and Jr./Assistant/Associate Civil Engineer - Traffic.

BACKGROUND

Police Officer Trainee II.

Our present job specifications for Police Officer Trainee includes time at school and on-the-job-training under the tutelage of a field training officer. Our intent is to make the Trainee a sworn officer upon graduation from the Academy.

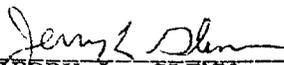
PERS has notified us that one classification cannot be both public safety and miscellaneous in terms of the retirement system.

In order to rectify this situation, it is proposed to create a position of Police Officer Trainee II, which would be a position that is sworn, yet still under instruction. The salary would be the same as for Police Officer Trainee.

Jr./Assistant/Associate Civil Engineer - Traffic.

We presently have a considerable backlog of traffic investigations, including the parking study of the downtown area, high accident intersection investigations, and traffic signal priority study (which has not been updated since 1982). Due to this backlog in traffic items and the impending retirement of a number of the staff of the Engineering Division, we should start recruiting now for someone with experience in the area of traffic engineering.

We presently have a vacancy of an Assistant Civil Engineer due to a recent retirement. The adoption of these job specifications does not include a request for additional staff; only the ability to recruit and hire a person with the necessary skills. Likewise, the salary of the present position is appropriate for the new position.


JERRY L. GLENN
ASSISTANT CITY MANAGER

JLG:vc

POLICE OFFICER TRAINEE II

DEFINITION

Under close supervision and direction of instructors or Field Training Officer, to perform law enforcement and crime prevention work; to control traffic flow and enforce State and local traffic regulations; and to do related work as required.

EXAMPLES OF DUTIES

Patrols an assigned area in radio car, motorcycle or on foot; answers calls for the protection of life and private property, and the enforcement of City, County and State laws; conducts preliminary and follow-up investigations of prowlers, burglaries, thefts, holdups, accidents, deaths and other disturbances; directs traffic, including regulation of vehicle flow at emergency or congested situations; stops drivers who are operating vehicles in violation of laws; warns drivers against unlawful practices and issues citations and makes arrests as the situation warrants; testifies in Court in connection with the prosecution of cases; serves warrants and subpoenas; prepares reports of arrests made, investigations conducted and unusual incidents observed; investigates suspicious persons and circumstances; gives information and directions to the public; assists in maintaining police records and occasionally types records and reports; assists in booking prisoners; occasionally operates headquarter's radio-telephone equipment to dispatch officers on patrol; performs such other basic police work as attending fire scenes to assist in protection of life and property, parade and riot work; may perform the duties of a rangemaster and firearms instructor for regular and auxiliary police personnel; cleans and performs minor repair of police firearms; maintains inventory of all firearms, ammunition, and training supplies; keeps a progress report on officers using the range.

REQUIREMENTSAge:

Must be at least 20 years of age at time of examination and 21 years at the date of appointment.

Driver's License:

Possession of a valid California driver's license or be eligible to receive one by the date of appointment.

Physical:

Must be in excellent general health and physical condition. Ability to pass a comprehensive medical examination administered by the City.

Hearing:

Normal in each ear.

Vision:

20/100 correctable to 20/30; normal color perception.

State of Being:

Free of disabling defects - physical, mental, and emotional.

POLICE OFFICER TRAINEE II (continued)

DESIRABLE QUALIFICATIONS

Ability to:

Interpret laws, rules, and other written materials;
Learn and apply laws relating to apprehension,
arrest, and custody;
Judge situations and personalities, and to think
and act quickly in emergencies;
Understand and follow oral and written directions;
Establish and maintain cooperative working
relationships.

and

Experience:

None required.

and

Education:

High school graduation or equivalent (General
Educational Development certificate is
acceptable).

CITY COUNCIL

JOHN R. (Randy) SNIDER, Mayor
DAVID M. HINCHMAN
Mayor Pro Tempore
EVELYN M. OLSON
JAMES W. PINKERTON, Jr.
FRED M. REID

CITY OF LODI

CITY HALL, 221 WEST PINE STREET
POST OFFICE BOX 320
LODI, CALIFORNIA 95241
(209) 334-5634

HENRY A. CLAVES, Jr.
City Manager
ALICE M. REIMCHE
City Clerk
RONALD M. STEIN
City Attorney

April 5, 1985

TO: Bill Hinkle, Administrative Assistant
Floyd Williams, Chief of Police
Jack Ronsko, Public Works Director

FROM: Alice M. Reimche, City Clerk

SUBJECT: Approval of job specifications for Police Officer
Trainee II and Jr/Assistant/Associate Civil
Engineer - Traffic

This memo will confirm action taken by the Lodi City Council at its Regular Meeting of April 3, 1985, whereby Council, by motion action, approved the heretofore listed job specifications.

Copies of the specifications pertinent to your department are attached.

POLICE OFFICER TRAINEE II

DEFINITION

Under close supervision and direction of instructors or Field Training Officer, to perform law enforcement and crime prevention work; to control traffic flow and enforce State and local traffic regulations; and to do related work as required.

EXAMPLES OF DUTIES

Patrols an assigned area in radio car, motorcycle or on foot; answers calls for the protection of life and private property, and the enforcement of City, County and State laws; conducts preliminary and follow-up investigations of prowlers, burglaries, thefts, holdups, accidents, deaths and other disturbances; directs traffic, including regulation of vehicle flow at emergency or congested situations; stops drivers who are operating vehicles in violation of laws; warns drivers against unlawful practices and issues citations and makes arrests as the situation warrants; testifies in Court in connection with the prosecution of cases; serves warrants and subpoenas; prepares reports of arrests made, investigations conducted and unusual incidents observed; investigates suspicious persons and circumstances; gives information and directions to the public; assists in maintaining police records and occasionally types records and reports; assists in booking prisoners; occasionally operates headquarter's radio-telephone equipment to dispatch officers on patrol; performs such other basic police work as attending fire scenes to assist in protection of life and property, parade and riot work; may perform the duties of a rangemaster and firearms instructor for regular and auxiliary police personnel; cleans and performs minor repair of police firearms; maintains inventory of all firearms, ammunition, and training supplies; keeps a progress report on officers using the range.

REQUIREMENTS

Age:

Must be at least 20 years of age at time of examination and 21 years at the date of appointment.

Driver's License:

Possession of a valid California driver's license or be eligible to receive one by the date of appointment.

Physical:

Must be in excellent general health and physical condition. Ability to pass a comprehensive medical examination administered by the City.

Hearing:

Normal in each ear.

Vision:

20/100 correctable to 20/30; normal color perception.

State of Being:

Free of disabling defects - physical, mental, and emotional.

POLICE OFFICER TRAINEE II (continued)

DESIRABLE QUALIFICATIONS

Ability to:

Interpret laws, rules, and other written materials;
Learn and apply laws relating to apprehension,
arrest, and custody;
Judge situations and personalities, and to think
and act quickly in emergencies;
Understand and follow oral and written directions;
Establish and maintain cooperative working
relationships.

and

Experience:

None required.

and

Education:

High school graduation or equivalent (General
Educational Development certificate is
acceptable).

JUNIOR CIVIL ENGINEER - TRAFFIC
 ASSISTANT CIVIL ENGINEER - TRAFFIC
 ASSOCIATE CIVIL ENGINEER - TRAFFIC

DEFINITION

Performs professional engineering work in the planning, design and construction of public works and related projects. Assumes varying degrees of responsibility for the engineering requirements of traffic, streets, utility and other projects, depending upon class level. This is a flexibly staffed class series in that the Junior level position may reasonably expect to progress to the Assistant level with training, satisfactory performance, and obtaining proper certification. Similarly, the Assistant may expect to progress to the Associate level.

DISTINGUISHING CHARACTERISTICS

Junior Civil Engineer - This is the entry level in the professional engineering class series. Positions in this class differ from Assistant Civil Engineers in that they are not expected to immediately perform a wide range of engineering tasks or be familiar with City engineering policies and procedures. Unlike the Assistant, they would rarely exercise lead supervision over other engineering positions.

Assistant Civil Engineer - This class is between the entry level and full journey level classes in the professional engineering class series. Positions in this class differ from the entry level (Junior Civil Engineer) in that they perform a wider range of tasks, are more familiar with City projects and regulations, and are required to possess an Engineer-In-Training certificate from the State. The Assistant differs from the Associate Civil Engineer in that the Associate performs the most difficult engineering tasks while the Assistant performs moderately difficult tasks. Also, the Associate regularly exercises indirect supervision over other professional engineers while the Assistant does so only occasionally. Also, the Associate is a Registered Engineer while the Assistant is an Engineer-In-Training. Positions in this class generally are filled from the Junior level.

Associate Civil Engineer - This is the full journey level class in the professional engineering class series. Positions in this class perform the more difficult professional engineering work and are distinguished from the Assistant Civil Engineer in that they are Registered Civil Engineers, or Traffic Engineers, performing the functions requiring registrations and act in the absence of the Chief Civil Engineer. Positions in this class normally are filled from the Assistant level.

SUPERVISION RECEIVED AND EXERCISED

Junior Civil Engineer

Receives specific direction from higher level professional engineers.

CITY OF LODI
Junior Civil Engineer - Traffic
Assistant Civil Engineer - Traffic
Associate Civil Engineer - Traffic (Continued)

SUPERVISION RECEIVED AND EXERCISED

Occasionally exercises indirect supervision of a technical nature over sub-professional engineering positions.

Assistant and Associate Civil Engineer

Receives general direction from higher level professional engineering positions.

Exercises indirect supervision of a functional nature over lower level Civil Engineers and over sub-professional engineering positions, usually as a project manager for a public works project.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Designs and prepares plans, specifications and cost estimates for public works projects including traffic control facilities, street, utility, and related projects; researches project design requirements; performs complex calculations and prepares estimates of time and material costs.

Reviews and checks final maps, parcel maps, and subdivision improvement plans for accuracy and conformance with City codes, ordinances and departmental requirements, with emphasis on traffic engineering requirements.

Prepares timing plans for isolated and interconnected traffic signal systems.

Conducts specialized studies involving selection and use of materials and equipment, design techniques and economic comparison of alternatives, (i.e., signal equipment, vehicle detectors, safety improvements, etc.)

Serves as field inspector and field engineer on public works projects.

Assigns routine investigation, design and drafting tasks to technical subordinates; reviews completed work; assists in the solution of difficult problems.

Prepares applications for State and Federal grants; administers grant projects.

Answers questions from contractors, private engineers, other public members, and other City departments on public works projects, City codes, ordinances, and policies.

Conducts and presents traffic studies to the City Council and other groups. Typical studies include traffic control warrants, parking requirements, signal priorities and striping alternatives.

CITY OF LODI
Junior Civil Engineer - Traffic
Assistant Civil Engineer - Traffic
Associate Civil Engineer - Traffic (Continued)

QUALIFICATIONS

Junior Civil Engineer

Knowledge of:

Principles and practices of engineering as applied to public works projects, principles of traffic engineering pertaining to design and construction of streets and traffic control devices.

Methods, materials, and techniques used in the construction of public works projects.

Modern developments, current literature and sources of information regarding traffic engineering.

Ability to:

Make engineering designs, do computations, and prepare traffic engineering plans and studies.

Use and care of drafting instruments.

Communicate clearly and concisely, orally and in writing.

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

No related working experience.

Education:

A Bachelor's Degree in Civil Engineering from an accredited college or university.

Licenses or Certificates

Possession of a valid Driver License issued from the California Department of Motor Vehicles.

Assistant Civil Engineer

In addition to requirements of the Junior Civil Engineer:

Knowledge of:

City engineering policies and procedures.

Traffic regulation methods and devices and traffic laws and regulations.

CITY OF LODI
Junior Civil Engineer - Traffic
Assistant Civil Engineer - Traffic
Associate Civil Engineer - Traffic (Continued)

Ability to:

Do moderately complex engineering designs and do computations under general supervision.

Communicate clearly and concisely, orally and in writing.

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

Two years experience as a professional engineer with substantial traffic engineering duties.

Education:

A Bachelor's Degree in Civil Engineering from an accredited college or university with emphasis on traffic engineering.

Licenses or Certificates

Possession of an Engineer-In-Training certificate issued by the California Board of Registration for Professional Engineers.

Possession of a valid Driver License issued from the California Department of Motor Vehicles.

Associate Civil Engineer

In addition to requirements of the Assistant Civil Engineer:

Knowledge of:

Principles of supervision and training.

Ability to:

Perform complex professional engineering work with a minimum of supervision.

Manage engineering projects from inception to completion.

Perform field inspection of public works projects; review plans and maps submitted for compliance with all pertinent guidelines.

CITY OF LODI
Junior Civil Engineer - Traffic
Assistant Civil Engineer - Traffic
Associate Civil Engineer - Traffic (Continued)

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

Three years experience as a professional engineer, with substantial traffic engineering duties, including one year experience with the City of Lodi.

Education:

A Bachelor's Degree in Civil Engineering from an accredited college or university.

Licenses and Certificates

Possession of a Certificate of Registration as a Civil Engineer or Traffic Engineer issued by the California Board of Registration for Professional Engineers.

Possession of a valid Driver License issued from the California Department of Motor Vehicles.

JUNIOR CIVIL ENGINEER - TRAFFIC
 ASSISTANT CIVIL ENGINEER - TRAFFIC
 ASSOCIATE CIVIL ENGINEER - TRAFFIC

DEFINITION

Performs professional engineering work in the planning, design and construction of public works and related projects. Assumes varying degrees of responsibility for the engineering requirements of traffic, streets, utility and other projects, depending upon class level. This is a flexibly staffed class series in that the Junior level position may reasonably expect to progress to the Assistant level with training, satisfactory performance, and obtaining proper certification. Similarly, the Assistant may expect to progress to the Associate level.

DISTINGUISHING CHARACTERISTICS

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Associate Civil Engineer - This is the full journey level class in the professional engineering class series. Positions in this class perform the more difficult professional engineering work and are distinguished from the Assistant Civil Engineer in that they are Registered Civil Engineers, or Traffic Engineers, performing the functions requiring registrations and act in the absence of the Chief Civil Engineer. Positions in this class normally are filled from the Assistant level.

SUPERVISION RECEIVED AND EXERCISED

Junior Civil Engineer

Receives specific direction from higher level professional engineers.

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Junior Civil Engineer - Traffic
Assistant Civil Engineer - Traffic
Associate Civil Engineer - Traffic (Continued)

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Reviews and checks final maps, parcel maps, and subdivision improvement plans for accuracy and conformance with City codes, ordinances and departmental requirements, with emphasis on traffic engineering requirements.

Prepares timing plans for isolated and interconnected traffic signal systems.

Conducts specialized studies involving selection and use of materials and equipment, design techniques and economic comparison of alternatives, (i.e., signal equipment, vehicle detectors, safety improvements, etc.)

Serves as field inspector and field engineer on public works projects.

Assigns routine investigation, design and drafting tasks to technical subordinates; reviews completed work; assists in the solution of difficult problems.

Prepares applications for State and Federal grants; administers grant projects.

Answers questions from contractors, private engineers, other public members, and other City departments on public works projects, City codes, ordinances, and policies.

Conducts and presents traffic studies to the City Council and other groups. Typical studies include traffic control warrants, parking requirements, signal priorities and striping alternatives.

CITY OF LODI
Junior Civil Engineer - Traffic
Assistant Civil Engineer - Traffic
Associate Civil Engineer - Traffic (Continued)

QUALIFICATIONS

Junior Civil Engineer

Knowledge of:

Principles and practices of engineering as applied to public works projects, principles of traffic engineering pertaining to design and construction of streets and traffic control devices.

Methods, materials, and techniques used in the construction of public works projects.

Modern developments, current literature and sources of information regarding traffic engineering.

Ability to:

Make engineering designs, do computations, and prepare traffic engineering plans and studies.

Use and care of drafting instruments.

Communicate clearly and concisely, orally and in writing.

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

No related working experience.

Education:

A Bachelor's Degree in Civil Engineering from an accredited college or university.

Licenses or Certificates

Possession of a valid Driver License issued from the California Department of Motor Vehicles.

Assistant Civil Engineer

In addition to requirements of the Junior Civil Engineer:

Knowledge of:

City engineering policies and procedures.

Traffic regulation methods and devices and traffic laws and regulations.

CITY OF LODI
Junior Civil Engineer - Traffic
Assistant Civil Engineer - Traffic
Associate Civil Engineer - Traffic (Continued)

Ability to:

Do moderately complex engineering designs and do computations under general supervision.

Communicate clearly and concisely, orally and in writing.

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

Two years experience as a professional engineer with substantial traffic engineering duties.

Education:

A Bachelor's Degree in Civil Engineering from an accredited college or university with emphasis on traffic engineering.

Licenses or Certificates

Possession of an Engineer-In-Training certificate issued by the California Board of Registration for Professional Engineers.

Possession of a valid Driver License issued from the California Department of Motor Vehicles.

Associate Civil Engineer

In addition to requirements of the Assistant Civil Engineer:

Knowledge of:

Principles of supervision and training.

Ability to:

Perform complex professional engineering work with a minimum of supervision.

Manage engineering projects from inception to completion.

Perform field inspection of public works projects; review plans and maps submitted for compliance with all pertinent guidelines.

CITY OF LODI
Junior Civil Engineer - Traffic
Assistant Civil Engineer - Traffic
Associate Civil Engineer - Traffic (Continued)

Experience and Education

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Experience:

Three years experience as a professional engineer, with substantial traffic engineering duties, including one year experience with the City of Lodi.

Education:

A Bachelor's Degree in Civil Engineering from an accredited college or university.

Licenses and Certificates

Possession of a Certificate of Registration as a Civil Engineer or Traffic Engineer issued by the California Board of Registration for Professional Engineers.

Possession of a valid Driver License issued from the California Department of Motor Vehicles.

CITY COUNCIL

JOHN R. (Randy) SNIDER, Mayor
DAVID M. HINCHMAN
Mayor Pro Tempore
EVELYN M. OLSON
JAMES W. PINKERTON, Jr.
FRED M. REID

CITY OF LODI

CITY HALL, 221 WEST PINE STREET
POST OFFICE BOX 320
LODI, CALIFORNIA 95241
(209) 334-5634

HENRY A. GLAVES, Jr.
City Manager

ALICE M. REIMCHE
City Clerk

RONALD M. STEIN
City Attorney

April 8, 1985

To: Personnel Department
Finance Department
Police Chief Floyd Williams

From: Alice M. Reimche
City Clerk

Subject: Amended Salary Schedule for Various Police Positions
effective April 8, 1985

Enclosed herewith please find copy of Resolution No. 85-4¹ -
"Resolution Adopting Amended Salary Schedule for Various Police
Positions Effective April 8, 1985" which was adopted by the Lodi
City Council at its Regular Council Meeting of April 3, 1985.



Alice M. Reimche
City Clerk

AMR:jj

RESOLUTION NO. 85-43

RESOLUTION ADOPTING AMENDED SALARY SCHEDULE FOR
VARIOUS POLICE POSITIONS, EFFECTIVE APRIL 1, 1985

RESOLVED, that the City Council of the City of Lodi does hereby adopt the following amended salary schedule for various police positions, effective April 8, 1985:

Bi-Weekly Salary Rates

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Police Officer	\$806.61	\$864.94	\$889.29	\$933.75	\$980.44
Police Off. Trainee	696.78	731.62	768.20	806.61	846.94
Police Off. Trainee II	696.78	731.62	768.20	806.61	846.94
Police Sergeant	934.58	981.31	1,030.38	1,081.90	1,136.00
Police Lieutenant	1,077.78	1,131.67	1,188.25	1,247.66	1,310.64
Police Captain	1,247.66	1,310.04	1,375.54	1,444.32	1,516.54

Dated: April 3, 1985

I hereby certify that Resolution No. 85-43 was passed and adopted by the City Council of the City of Lodi in a regular meeting held April 3, 1985 by the following vote:

Ayes: Council Members - Hinchman, Pinkerton,
Olson, Reid, and
Snider

Noes: Council Members - None

Absent: Council Members - None

Alice M. Reimche
Alice M. Reimche
City Clerk