

RESOLUTION NO. 95-67

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE RECLASSIFICATION OF ONE COMMUNITY SERVICE  
OFFICER TO POLICE VOLUNTEER SUPERVISOR AND APPROVING  
CLASS SPECIFICATION AND SALARY RANGE

WHEREAS, in December, 1993 the Partners program was established in the Lodi Police Department; and

WHEREAS, a Community Service Officer (CSO) was placed in charge of developing and managing the program; and

WHEREAS, a classification study has been conducted, and the results indicate that the incumbent is performing duties beyond the scope of duties performed by a Community Service Officer; and

WHEREAS, the position's responsibility for the program's overall development and function is consistent with the level of responsibility and scope of duties performed by mid-management positions.

RESOLVED, that the Lodi City Council does hereby approve the reclassification of one Community Service Officer to Police Volunteer Supervisor (assigned to the Mid-Management group), as shown on Exhibit A, attached hereto; and

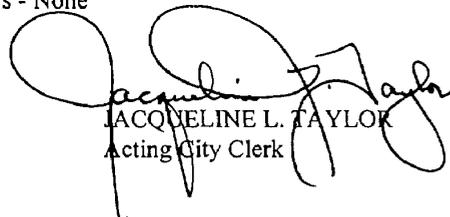
FURTHER RESOLVED, the Council hereby approves the following salary range for the Police Volunteer Supervisor position:

A	B	C	D	E
\$ 2,322.14	\$ 2,438.25	\$ 2,560.16	\$ 2,688.17	\$ 2,822.58

Dated: June 7, 1995

I hereby certify that Resolution No. 95-67 was passed and adopted by the City Council of the City of Lodi in a regular meeting held June 7, 1995 by the following vote:

AYES: Council Members - Davenport, Pennino, Sieglock, Warner and Mann (Mayor)  
NOES: Council Members - None  
ABSENT: Council Members - None  
ABSTAIN: Council Members - None

  
JACQUELINE L. TAYLOR  
Acting City Clerk

CITY OF LODI

June 7, 1995

POLICE VOLUNTEER SUPERVISOR

DEFINITION:

Under general direction, responsible for the implementation of a volunteer program in the Lodi Police Department.

SUPERVISION EXERCISED AND RECEIVED:

Receives general supervision from the Police Chief. Exercises supervision over volunteers.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Recruits volunteers for assignments in the program.
- Conducts fund raising for program activities.
- Determines various job descriptions and assignments.
- Schedules, plans, and organizes program activities and work assignments.
- Coordinates with departmental personnel volunteer activities and assignments relative to divisional needs and areas of responsibility.
- Prepares program policies and procedures, job descriptions, training materials, reports and relevant program documents.
- Plans, organizes, and directs assignments, and evaluates volunteer work performance.
- Manages program budget expenditures and solicits revenue sources.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Departmental organizational structure, policies and procedures.
- Basic modern office methods, practices and procedures.
- Principles and practices of supervision.
- Principles and practices of budgeting and fund raising.

Ability to:

- Recruit, train, supervise and evaluate volunteers.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Give oral presentations to community groups.
- Compile and analyze report information.

Plan, organize, direct and evaluate the work of a large number of volunteers in coordination with departmental divisions and their respective personnel.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education:

Equivalent to graduation from high school.

Experience:

Four years experience in a field involving extensive public contact, one year of which shall have been a supervisory capacity, and two years of which shall have been in a municipal law enforcement department.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.