

**2007 Annual Report**  
**Personnel Administration Unit**

**Unit Functions / Responsibilities**

The Personnel Administration Unit is responsible for the daily processing of all personnel-related documents for every sworn member and professional employee in the Police Services Agency. The Unit updates the Agency-wide personnel roster; maintains individual files for each member/employee, badge inventory and archive files; handles the initial processing of all new employees and the final checkout for separating employees, maintains the filled/vacancy records and position control; and coordinates the promotional sworn process. The Unit maintains the Police Personnel Data Base which contains and tracks all pertinent personnel information for all OPD employees, providing data support for other administrative systems in the Department. The Unit also maintains the Sworn Transfer Book, seniority data, coordinates the departmental Performance Appraisal System, bilingual pay incentives, longevity pay incentives, uniform allowances, initiates examination processes, classification requests, and hiring of professional staff, responds to personnel surveys, verifications of employment and processes annual salary step increases.

**Staffing**

<b>Classification</b>	<b>Authorized Number</b>	<b>Actual Vacancies</b>	<b>Vacancies (+/-)</b>
Administrative Services Manager II	1	0	-
Police Personnel Operations Specialist	1	0	-
Administrative Analyst I	1	0	-
Administrative Analyst II	2	0	-
Police Records Specialist	1	0	-
Storekeeper II	1	0	-

During 2007, the Personnel Administrative Unit did not experience any retirements, long-term leaves, temporary reassignments, promotions, or hiring freeze to impact the work of the Unit. In fact, the Unit was able to fill two of its vacancies, bringing the Unit to full authorized strength. This has enabled the Unit to fulfill its additional responsibilities due to the implementation of the Personnel Data Base and IPAS in compliance with NSA requirements.

## **Fiscal Management**

<b>Appropriation Categories</b>	<b>Budget Appropriations</b>	<b>Actual Expenditures</b>	<b>Difference</b>
O & M	1,086,698	592,438	494,260
Grants	0	0	0
Personnel (excluding O/T)	2,677,731	2,561,998	115,733
Overtime	361,451	805,482	<444,031>

The 2007 Personnel Division budget is shared by the Personnel Administrative Unit, PAS Unit, Medical Unit, and the Recruiting and Backgrounds Unit. The overspending in overtime is mainly due to Recruiting and Backgrounds Unit staff's dedicated effort to process candidates to fill the Department's vacancies, giving priority to the sworn vacancies.

## **Training Received by Unit Personnel**

In addition to all mandated NSA training:

### Police Personnel Operations Specialist M. Chan

Telestaff Training; Understanding Leave Policies and Procedures; Legislative Processes; Certificate in Public Section Human Resource Management

### Administrative Analyst II, D. Sabbatani

Access I, How to be an Empowered Assistant, Supervisory Skills

### Administrative Analyst II, J. Foster

Building Sustainable Collaboration, Introduction to the Performance Evaluation

### Administrative Analyst I, Y. Crowell

Access 2, Excel 2, Conference for Women, Managing Multiple Projects and Deadlines

In 2007, the Personnel Administration Unit staff received over 150 hours of training.

## **Significant Accomplishments**

- Continued bi-weekly Delinquent Performance Appraisal Reports
- Successful implementation of Personnel Data Base (PDB)
- Completed five compliance assessment reports and reviews of Command Rotations Practices, Performance Appraisal Compliance, and Promotional Consideration Policies in support of NA Tasks 23, 44, and 46.
- Developed a quarterly Span of Control report in support of NSA Task 19.
- Completed three Promotional Consideration Processes which resulted in the promotion of 34 sworn promotions.

- Completed successful RFP process for sworn psychological counseling benefit resulting in new contract with Managed Health Network.

## **Performance Data**

The Personnel Division processed the following transactions:

	Sworn	PO Trainee	Civilian*	Annuitant
New Hires	6	101	65	16
Service Retirements	12		11	
Disability Retirements	29		1	
Resignations	24	28	21	1
Terminations	7	3	10	6
Deceased	1		1	

\*Excludes Student Trainees and Interns

In addition to 9 professional employee promotions, the following member promotions occurred in 2007:

Date	Member	Rank
03Feb07	Lozares, D.	Lieutenant
03Feb07	Medeiros, B	Lieutenant
03Feb07	Melara, F.	Lieutenant
03Feb07	Mullnix, K.	Lieutenant
03Feb07	Norfleet, D.	Lieutenant
10Feb07	Ashford, O.	Sergeant
10Feb07	Bandino, R.	Sergeant
10Feb07	England, J.	Sergeant
10Feb07	Hardison, W.	Sergeant
10Feb07	Jim, D.	Sergeant
10Feb07	Kim, J.	Sergeant
10Feb07	Mork, T.	Sergeant
10Feb07	Ortiz, B.	Sergeant
10Feb07	Rhee, S.	Sergeant
10Feb07	Rowley, M.	Sergeant
10Feb07	Sansone, C.	Sergeant
10Feb07	Wehrly, B.	Sergeant
10Feb07	Wong, J.	Sergeant
10Feb07	Wright, K.	Sergeant
18Jun07	Bardsley, W.	Sergeant
18Jun07	Brizendine, R.	Sergeant
01Jul07	Jordan, H.	Assistant Chief
14Jul07	Kozicki, D.	Deputy Chief
14Jul07	Tracey, E.	Captain
14Jul07	Toribio, A.	Captain
15Dec07	Joshi, N.	Sergeant
15Dec07	Lois, J.	Sergeant

Date	Member	Rank
15Dec07	Millington, S.	Sergeant
15Dec07	Powell, M.	Sergeant
15Dec07	Reed, K.	Sergeant
15Dec07	Royal, D.	Sergeant
15Dec07	Sakai, D.	Sergeant

### **Professional Employee Hiring**

In 2007 the Personnel Administration Unit initiated 39 personnel requisitions and coordinated the selection process of 10 Police professional classifications. This resulted in the hiring and/or promotion of 43 professional employees in the following classifications:

- Account Clerk III
- Accountant II
- Accountant III
- Administrative Analyst II
- Administrative Services Manager II
- Animal Control Officer
- Assistant Criminalist
- Director of Animal Services
- Latent Fingerprint Examiner
- Management Assistant
- Neighborhood Service Coordinator
- Payroll Personnel Clerk II
- Police Communications Dispatcher
- Police Property Specialist
- Police Records Specialist
- Police Services Technician II
- Program Analyst III

### **Other Performance Data**

A review of the Personnel Administration Unit employee's performance data, including uses of force, discharges of firearms, personnel complaints, vehicle pursuits and vehicle collisions, showed no patterns of behavior needing corrective action.

## **Plans and Goals**

The Personnel Administration Unit's goals for 2008 are to:

- Maintain compliance with all negotiated Settlement Agreement training requirements, with continued emphasis on PAS;
- Continue to comply with and conduct monthly assessments of the NSA tasks assigned to the Unit;
- Continue to support the Agency's efforts to comply with the NSA;
- Continue to report on and audit the performance appraisal system;
- Minimize vacancies through the timely submission of personnel requisitions and coordination of the departmental selection process;
- Respond and service all personnel-related requests in a timely and professional manner;
- Process all member/employee transactions in an accurate and timely manner;
- Continue to verify and maintain the Police Data Base System to accurately track and maintain personnel data on all members and employees in support of PAS;
- Complete digital archived personnel file storage project;
- Continue to improve and enhance our skills in human resource management.