



COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE

Policy No. 1180 Date Issued: December 1, 1993
Section: 1000 - Personnel Policies Date Revised: February 23, 2017
Accreditation Standards:
SUBJECT: AUTHORIZED POSITIONS
APPROVED: [Signature] Board Chairperson

1.0 The following classifications and total number of positions are authorized:

Table with 4 columns: Classification, No., FLSA Class. Rows include General Manager (1 Exempt), Assistant General Manager (0 Exempt), P.S. Comm. Division Manager (1 Exempt), P.S. Comm. Systems Manager (1 Exempt), P.S. Comm. Operations Coordinator (0 Exempt), P.S. Comm. Systems Coordinator (0 Exempt), P.S. Comm. Operations Supervisor (3 Exempt), P.S. Comm. Systems Supervisor (1 Exempt), Senior P.S. Dispatcher (III) (46 Non-Exempt), and P.S. Comm. Dispatcher (II) (Non-Exempt).

	or		
1.10	P.S. Comm. Dispatcher (I)		Non-Exempt
	or		
1.11	P.S. Dispatcher Assistant		Non-Exempt
	or		
1.12	P.S. Dispatcher Assistant II		
1.13	Bilingual (Spanish/English) Senior P.S. Dispatcher III	2	Non-Exempt
	or		
1.14	Bilingual (Spanish/English) P.S. Comm. Dispatcher II		Non-Exempt
	or		
1.15	Bilingual (Spanish/English) P.S. Comm. Dispatcher I		Non-Exempt
	or		
1.16	Bilingual (Spanish/English)P.S. Dispatcher Assistant I		Non-Exempt
	or		
1.17	Bilingual (Spanish/English)P.S. Dispatcher Assistant II		Non-Exempt
1.18	P.S. Comm. Senior Systems Technician	3	Non-Exempt/Confidential
	or		
1.19	P.S. Comm. Systems Technician		Non-Exempt/Confidential
1.20	P.S GIS Technician	1	Non-Exempt/Confidential
1.20	Office Supervisor	2	Exempt
	or		
1.21	Senior Administrative Assistant		Non-Exempt/Confidential
	or		
1.2	Administrative Assistant		Non-Exempt/Confidential
1.23	P.S. Communications Intern	1	Non-Exempt/Confidential
	TOTAL	62.0	

- 2.0 Unless otherwise directed by the Board of Directors, the General Manager shall have the authority to flexibly staff the Center with any combination of Senior Dispatchers (III), Dispatchers (II or I), Dispatcher Assistant II's, Dispatcher Assistants, bilingual Senior Dispatchers (III), and/or Dispatchers (II or I) necessary to carry out the duties and responsibilities of the Center within the following guidelines:
 - 2.1 The combination of Senior Dispatchers (III), Dispatchers (II or I), Dispatcher Assistant II's, Dispatcher Assistants, bilingual Senior Dispatchers (III), and bilingual Dispatchers (II/I) shall not exceed forty-eight (48).
 - 2.2 The total number of Senior Dispatchers and bilingual Senior Dispatchers shall not exceed nine (9).
- 3.0 Unless otherwise directed by the Board of Directors, the General Manager shall have the authority to flexibly staff the Systems Division with any combination of Senior Systems Technicians or Systems Technicians necessary to carry out the duties and responsibilities of the Systems Division within the following guidelines:
 - 3.1 The combination of Senior Systems Technicians and Systems Technicians shall not exceed three (3).
- 4.1 Unless otherwise directed by the Board of Directors, the General Manager shall have the authority to flexibly staff the Administrative Division with one (1) Office Supervisor, plus Senior Administrative Assistants, and Administrative Assistants not to exceed two (2) FTE total.
- 5.0 The General Manager may utilize discretion in the filling of authorized positions by:
 - 5.1 Deferring the filling of certain authorized positions in order to meet budget targets.
 - 5.2 Scheduling the filling of certain authorized positions to coincide with available Training Classes.
 - 5.3 Managing salary and benefit budgets, shift schedules and classification combinations in such a way that the duties and responsibilities of the Center are carried out for an extended period of time with less than the full complement of authorized positions filled.