

MEMORANDUM

June 29, 2015

TO: Teresia Zadroga-Haase, Director of Human Resources

FROM: Pamela Summerville, Human Resources Analyst

SUBJECT: **AMEND PROPERTY CLERK CLASS SPECIFICATION**

This memo addresses the proposed amendments to the class specification for Property Clerk. The changes are requested to update the required experience and to assist in the recruitment of obtaining qualified candidates.

On April 20, 2015, the red-line class specification was sent to Stockton City Employees' Association for review and approval. SCEA had questions in regards to firearm training and physical/mental abilities. Captain Antonio Sajor addressed the issue of training which is provided by the Property Room Supervisor on the proper handling of firearms as necessitated by Police procedures. Human Resources addressed the physical/mental abilities as an ADA Compliant Standard Language to address essential job functions. In addition, SCEA agreed with the recommendation to include minimum qualifications "general warehouse inventory control clerk" and "general office support".

One June 11, 2015, the revised red-line class spec was sent to SCEA for final review and approval with a due date to respond by June 19, 2015. SCEA did not respond.

Therefore, the class specification has been prepared for your review and signature. Once approved, it will be placed on the July 16, 2015 Civil Service Commission Agenda for ratification.



PAMELA SUMMERVILLE
HUMAN RESOURCES ANALYST

CONCUR:


TERESIA ZADROGA-HAASE
DIRECTOR OF HUMAN RESOURCES

6-30-15
DATE

Attachments A – Class Specification for signature
B – Redline Class Specification