




Santa Cruz Consolidated Emergency Communications Center

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Michael J. McDougall
General Manager

9-1-1
FIRE
POLICE
MEDICAL

COMMUNICATIONS PERSONNEL POLICY/PROCEDURE

Policy No.	2041	Date Issued:	November 26, 2003
Section:	2000 – Personnel Policies	Date Revised:	December 10, 2003
Accreditation Standards: CALEA 1.3.3, 1.3.4, 5.3.7			
SUBJECT: SPECIALIZED ASSIGNMENTS			
APPROVED:			
	Michael J. McDougall, General Manager		

Specialized assignments are characterized by increased levels of responsibility and training within a given position classification. Examples of specialized assignments include, but are not limited to, Communications Training Officer (CTO), Emergency Medical Dispatcher (EMD) and Academy Instructor. Specialized assignments differ from temporary or rotational assignments in that they are not temporary or rotating assignments. The use of temporary or rotational assignments is addressed by Policy No. 280 (Organizational Program Structure).

The General Manager may create or eliminate specialized assignments in accordance with the Memorandum of Understanding (MOU) and applicable policies.

Prior to the annual shift bid, the General Manager or his designee will conduct an annual review of each specialized assignment to determine if it should be continued. The review will include: a listing of the current specialized assignments; a statement of purpose for each listed assignment; and an evaluation of the initial problem or condition that prompted the implementation of the specialized assignment. This review should help avoid over-specialization and encourage the efficient use of specialized assignments.

Specialized assignments will be filled in accordance with the MOU and applicable policies. When a selection process is not specified by the MOU or policy, the agency will announce anticipated openings agency-wide and fill the position(s) through a selection process.

Employees selected for specialized assignments are subject to the management, administration, and supervision of their immediate supervisor. The applicable personnel policies and support services provided are no different for employees in specialized assignments.

Employees in specialized assignments will receive supervised, on-the-job training, when appropriate.