



City of Oceanside

300 North Coast Highway,
Oceanside, California 92054

Staff Report

File #: 25-1088

Agenda Date: 12/3/2025

Agenda #: 14.

DATE: December 3, 2025

TO: Honorable Mayor and City Councilmembers

FROM: Police Department

**TITLE: UPDATE JOB DESCRIPTION AND PAY RANGE FOR APPROVED POLICE RECORDS
MANAGER POSITION**

RECOMMENDATION

Staff recommends that the City Council approve an updated pay range and job description for the previously-approved Police Records Manager position in the Oceanside Police Department.

BACKGROUND AND ANALYSIS

The Police Department currently has one full-time benefited Police Records Manager position that has been vacant since August 28, 2025. Due to the evolving nature of the position, the highly technical and regulated requirements of the job, and the demand for records placed upon the Oceanside Police Department, modifications to the Job Description and associated Pay Range are necessitated to secure a highly qualified incumbent for the current vacancy.

The Oceanside Police Department's Records Unit is responsible for managing public requests for information, processing police reports, ensuring the proper dissemination of documents, maintaining internal control over all police documents, including crime reports, arrest reports and traffic collision reports, submitting and compiling California Incident-Based Report System (CIBRS) data to the California Department of Justice and supporting other divisions within the Police Department. The Unit has 19 allocated staff.

The Police Records Manager works closely with other City departments, including the City Clerk and City Attorney. An ideal candidate will possess broad knowledge of public safety federal, state, and local laws, codes and regulations. They should also possess knowledge of principles and best practices for the efficient management of a Police Records Unit.

The Job Description for the Police Records Manager has not been updated in nearly 20 years. In that time, there have been many changes in laws and the associated standards for dissemination of records. Additionally, the implementation of new technologies has had a profound effect on the roles and responsibilities of the Police Records Unit, as the Unit is responsible for redactions and release of digital evidence. The Police Department will be implementing a new Records Management System in the near future. The Police Records Manager will play a pivotal role in the selection and

successful deployment of the new system.

The Human Resources Department recently conducted a thorough analysis of the position's primary duties and responsibilities, along with a job and compensation study. This analysis has resulted in recommendations to revise the Job Description and propose an updated Pay Range for the position. Working in conjunction with the Department, the updated Job Description more accurately reflects the current duties and responsibilities of the Police Records Manager position. The increasing complexity in the Police Department's Records Unit necessitates greater expertise and a broader scope of responsibility for the Police Records Manager position. The Pay Range adjustment will allow the City to remain competitive in the job market to attract experienced and highly qualified candidates to ensure the City is compliant with regulations and responsive to all incoming requests and demands.

The proposed pay range is:

Police Records Manager - Pay Range						
A	B	C	D	E	F	G
\$8,826	\$9,270	\$9,727	\$10,218	\$10,731	\$11,265	\$11,287
\$50.92	\$53.48	\$56.12	\$58.95	\$61.91	\$64.99	\$68.23

FISCAL IMPACT

Position Title	Budget in FY 2025-26
PCN MG02PO01 Police Records Manager Step G (current)	\$198,835
PCN MG02PO01 Police Records Manager Step E (proposed salary schedule)	\$192,767
Net Fiscal Impact	\$6,068

The salary for the Police Records Manager is currently budgeted in the Support Services budget account 500526101, at Step G, for a fully loaded budget of \$198,835 in FY 2025-26. It is anticipated that the new hire could be filled at Step E depending on level of experience and qualifications of the candidate, for a total estimated salary and benefits of \$192,767. The proposed Police Records Manager salary range is higher than the existing salary range; however, no additional funds are needed in FY 2025-26. The impact to the General Fund in future fiscal years will result in an annual estimated minimum increase of \$28,880. The increase in cost will be funded through the normal budget process.

COMMISSION OR COMMITTEE REPORT

The Police and Fire Commission will be informed of this item during its regularly scheduled meeting on December 9, 2025.

CITY ATTORNEY'S ANALYSIS

The referenced documents have been reviewed by the City Attorney and approved as to form.

Prepared by: Paul Bradley, Police Services Administrator

Reviewed by: Taurino Valdovinos, Chief of Police

Submitted by: Jonathan Borrego, City Manager

ATTACHMENTS:

1. Staff Report
2. Job Description - Police Records Manager