



**CITY OF SEBASTOPOL CITY COUNCIL  
AGENDA ITEM REPORT FOR MEETING OF: June 2, 2026**

=====

**To:** Honorable Mayor and City Councilmembers  
**From:** Deborah Muchmore, Muchmore Than Consulting, Human Resources Consultant  
**Responsible Department:** Administrative Services  
**Subject:** Approval of Dispatcher II (Trainer) Classification Specification and Reclassification

=====

**RECOMMENDATION:**

Staff recommend the Sebastopol City Council approve the classification specification for Dispatcher II and authorize the City Manager to take the necessary steps to reclassify Christopher Mooney into the position.

**PROCESS OF AGENDA ITEM:**

- If the item remains on the Consent Calendar, no presentation is required, and the item will be approved as part of the Consent Calendar.
- If the item is removed from the Consent Calendar, it will be heard as a regular agenda item and will proceed as follows:
  - a. Presentation by staff
  - b. Council questions and discussion
  - c. Public comment
  - d. Council deliberation and action

**EXECUTIVE SUMMARY:**

The item is to request the Council to approve the Dispatcher II classification specification, effective June 7, 2026, and authorize the City Manager to take the necessary steps to reclassify Christopher Mooney into the position per agreement with the Sebastopol Police Officers Association (SPOA).

**BACKGROUND:**

On March 3, 2025, the Council approved the successor MOU between the City and the SPOA. The successor agreement included the following agreement and direction, requiring completion by June 30, 2026.

*“Establish a Dispatcher II position with the pay scale described below and place Chris Mooney in the position. The purpose of this action is to establish a position that has a pay scale 11% higher than the current dispatch position for Mr. Mooney to prevent him from losing money as a result of the change to the educational incentive stipend described above. Mr. Mooney is currently earning the 11% educational incentive pay. Mr. Mooney will be placed at the top step of the Dispatcher II salary schedule upon approval of the job description by the City Council. However, Mr. Mooney will continue to receive his current educational incentives until approval of the job description. Job description shall be approved, and promotion to Dispatcher II shall be made as soon as administratively feasible, not later than June 30, 2026. “*

And included an agreed-upon pay schedule.

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
Police Dispatcher II	SPOA	A	\$ 38.67	\$ 3,094	\$ 6,703	\$ 80,439
		B	\$ 40.61	\$ 3,249	\$ 7,040	\$ 84,475
		C	\$ 42.64	\$ 3,411	\$ 7,391	\$ 88,698
		D	\$ 44.77	\$ 3,582	\$ 7,760	\$ 93,120
		E	\$ 47.01	\$ 3,761	\$ 8,149	\$ 97,782

**DISCUSSION:**

This item implements a provision previously approved by the City Council as part of the successor MOU with the Sebastopol Police Officers Association, which directed the establishment of a Dispatcher II classification and the placement of Christopher Mooney into the role. While the pay structure and intent of the position were already agreed upon, the formal class specification was not completed at that time. Approval of this item finalizes the administrative steps necessary to align the classification structure with the adopted agreement, ensures compliance with the MOU timeline, and supports operational continuity within the Police Department.

**STAFF ANALYSIS**

The Council's approval of the SPOA successor MOU effectively established the classification of Dispatcher II, constituted approval of the pay range for the position, and established the position to be reclassified as that held by Christopher Mooney. At that time, the related class specification was not ready for Council approval. With this item, staff requests the Council approve the class specification of Dispatcher II and requests authorization for the City Manager to take the necessary personnel actions to reclassify Christopher Mooney into the position, effective June 7, 2026. The new pay range is 11% above the Dispatcher pay range and once reclassified, Mr. Mooney will no longer receive an 11% education incentive that he now receives through a grandfathered agreement with the SPOA making the transfer to the new position cost neutral.

**CITY COUNCIL GOALS/PRIORITIES/ AND OR GENERAL PLAN CONSISTENCY:**

This agenda item represents the City Council goals/priorities as follows:

Goal 4 – High Performance Organization

Action Plan 1 - Achieving staffing/ Program targets that match best standards and efficiency/operational staffing efficiencies/baseline budgets/performance management

This agenda item represents the City Council General Plan Consistency (if applicable): Not Applicable

**FISCAL IMPACT:**

There is no cost associated with the approval of a classification specification and, per the agreement with the SPOA, costs associated with the reclassification become neutralized by the removal of the current grandfather agreement for the former level of education pay. Therefore, there is no budget impact for this item.

**PUBLIC COMMENT:**

As of the writing of this agenda item report, the City has not received any public comment. However, if staff receive public comment from interested parties following the publication and distribution of this agenda item report, such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of this item.

**COMMUNITY OUTREACH:**

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

**OPTIONS:**

1. Approve the class specification and provide authority to take the personnel steps necessary for the reclassification as presented.
2. Approve the class specification and authority, providing staff direction to effect changes.
3. Do not approve the class specification or provide authority, providing staff direction to effect changes, and requesting the return of the item on June 16th.

**ATTACHMENTS:**

Resolution - Dispatcher II Classification Specification



APPROVALS:

Department Head Approval: Approval Date: 5/18/26

CEQA Determination (Planning): Approval Date: N/A

The proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA)

Administrative Services/Financial Approval: Approval Date: 5/21/26

Costs authorized in City Approved Budget:  Yes  No  N/A

Account Code (f applicable) \_\_\_\_\_

City Attorney Approval: Approval Date: 5/27/26

City Manager Approval: Approval Date: 5/27/26

RESOLUTION NUMBER: XXXX-2026

CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL APPROVING THE CLASSIFICATION SPECIFICATION FOR DISPATCHER II AND AUTHORIZING THE CITY MANAGER TO TAKE THE NECESSARY STEPS TO RECLASSIFY CHRIS MOONEY INTO THE POSITION.

WHEREAS, the City’s current Memorandum of Understanding with the Sebastopol Police Officers Association, dated January 1, 2026, through December 31, 2027, was approved on March 3, 2025; and

WHEREAS, the parties to the MOU agreed upon the following language; and:

*Establish a Dispatcher II position with the pay scale described below and place Chris Mooney in the position. The purpose of this action is to establish a position that has a pay scale 11% higher than the current dispatch position for Mr. Mooney to prevent him from losing money as a result of the change to the educational incentive stipend described above. Mr. Mooney is currently earning the 11% educational incentive pay. Mr. Mooney will be placed at the top step of the Dispatcher II salary schedule upon approval of the job description by the City Council. However, Mr. Mooney will continue to receive his current educational incentives until approval of the job description. Job description shall be approved, and promotion to Dispatcher II shall be made as soon as administratively feasible, not later than June 30, 2026.*

WHEREAS, the parties to the MOU also established the following pay range for the position; and:

<b>Job Classification</b>	<b>Group</b>	<b>Step</b>	<b>Hourly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Annually</b>
Police Dispatcher II	SPOA	A	\$ 38.67	\$ 3,094	\$ 6,703	\$ 80,439
		B	\$ 40.61	\$ 3,249	\$ 7,040	\$ 84,475
		C	\$ 42.64	\$ 3,411	\$ 7,391	\$ 88,698
		D	\$ 44.77	\$ 3,582	\$ 7,760	\$ 93,120
		E	\$ 47.01	\$ 3,761	\$ 8,149	\$ 97,782

WHEREAS, the classification specification was not prepared at the time of the agreement and the Council desires to approve the classification specification; and

WHEREAS, the Council further authorizes the City Manager to reclassify Christopher Mooney into the position effective July 7, 2026 which is the start of a new pay period; and

WHEREAS, upon reclassification, Christopher Mooney will be placed at the top step of the position of the Dispatcher II salary which is an 11% increase, at which time, he will cease to receive his current 11% educational incentive, but will be eligible to earn incentives as defined in the January 1, 2026 through December 31, 2027 MOU.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Sebastopol hereby adopts this Resolution approving the Dispatcher II classification specification, included as Attachment 1, and authorizes the City Manager to take the necessary steps to affect the reclassification of Chris Mooney to Dispatcher II as defined above and effective June 7, 2026.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 2<sup>nd</sup> day of June 2026.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

**VOTE:**

- Ayes:
- Noes:
- Absent:
- Abstain:

APPROVED:

Jill McLewis, Mayor

ATTEST:

Mary Gourley, City Manager

APPROVED AS TO FORM:

Alex Mog, City Attorney

Attachments: Exhibit A: Dispatcher II Class Specification

**City of Sebastopol  
Job Description**

**Job Title:** POLICE COMMUNICATIONS DISPATCHER II  
**Division:** SPOA  
**Department:** Police Department  
**Location:** Police Services Building  
**Shift:** As Assigned  
**Reports To:** Chief of Police  
**Prepared By:** Chief of Police  
**Approved By:** City Council  
**Approved Date:** 06/XX/2026  
**Revised Date:**  
**FLSA Status:** Nonexempt

**PURPOSE**

Under general supervision, receives and processes routine and emergency calls; dispatches police; enters, retrieves, and uses data from various automated law enforcement information systems; coordinates with and transfers calls to other emergency service providers as appropriate; performs a variety of clerical and technical duties in support of the Department’s operations; learns applicable policies, procedures, and work methods associated with assigned duties; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

Police Communications Dispatcher is a journey-level class fully competent to independently perform duties which involve receiving incoming telephone calls for police, fire and medical assistance and radio dispatching necessary units using a computer aided dispatch system for keyboard entry of pertinent police response information and unit status data.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision is provided by the on-duty Police Sergeant or other supervisory level public safety staff. Specific training and guidance may be received from the Police Records and Support Services Manager. Incumbents in this class participate in providing general instruction and training to new dispatchers or other staff.

**TYPICAL JOB DUTIES** include, but are not limited to, the following. Other duties may be assigned.

- Receives and processes routine and emergency calls and alarms.
- Dispatches police personnel.
- Provides pre-arrival information.
- Enters, retrieves, and uses data from various automated law enforcement information systems, including the computer aided dispatch system (CAD), radio dispatching consoles, and related equipment.
- Coordinates with other emergency service providers as appropriate.
- Assists in the training of less experienced personnel when acting as Communications training officer.
- Receives and enters calls for service in CAD; determines call priority and dispatches and monitors the status of field units.
- Receives and transfers medical and fire calls; interprets level of service needed through information obtained from field officers or citizens.

- Retrieves information for officers from CLETS.
- Schedules tows; requests phone pings per supervisors' direction; coordinates multi-agency responses when necessary and transfers calls to appropriate agencies if warranted.
- Assists citizens with complaints, reports, and requests in person and over the phone.
- Receives fees for reports, repossessions, fingerprints, VIN verifications and vehicle storage.
- Maintains lost and found property drawer.
- Performs a variety of general support work to assist and maintain Police records, reports, and files.
- Accurately process and file arrest reports, warrants, subpoenas, citations, and other miscellaneous departmental paperwork as required.
- Maintains reference materials.
- Prepares and processes reports to the District Attorney.
- Maintains subpoena calendar and information for officers.
- Processes and prepares traffic citations and sends out traffic/loss verification reports.
- Performs a variety of record keeping duties, including maintaining files, indexing, and other general clerical work.
- Updates Dispatch Training Manual as required.
- Enters, updates, and retrieves information in local and county RMS systems, CLETS and NCIC.
- Receives, responds to and documents requests for warrants and DMV printouts and documents vehicle impound information.
- Maintains familiarity with major roads, streets, areas, and industrial and public facilities within City boundaries.
- Performs general cleaning and sanitizing within the dispatch office and surrounding area.
- Responds to questions and concerns from the general public, department staff, and other agencies.
- Takes and records telephone and counter reports and provides information as appropriate and resolves service issues and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Fosters and maintains an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

## **KNOWLEDGE, SKILLS, and ABILITIES**

### Knowledge of:

Standard radio or telephone communications receiving and transmitting equipment; standard broadcasting procedures and rules; operation of common radio dispatch equipment; public safety classification codes; basic provisions of the California vehicle and penal codes.

### Ability to:

Speak and hear clearly and precisely on the telephone, on the radio, and in person; exercise good judgment and make sound decisions in emergency situations; effectively communicate with and elicit information from callers who are injured, terrified, under attack, angry, hostile, chemically impaired, and/or suffering from mental illness; listen to lengthy explanations and extract pertinent information for responders; multitask sufficiently to perform a variety of disparate tasks simultaneously and accurately; work effectively independently with a minimum of supervision; work as part of a team; understand the geographic features and streets of the City of Sebastopol to sufficiently to deploy field units efficiently; use a keyboard to enter data at a speed necessary for adequate job performance; understand and follow verbal and written instructions; comprehend and make inferences from written material; spell with accuracy sufficient to convey message; operate a computer aided dispatch system, various computer software applications, and other office equipment quickly and accurately; provide general instructions and assistance to new dispatchers.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Possession of a High School Diploma or equivalency such as a general education degree (GED) or High School Equivalency certificate and the equivalent of two years of post-high school education, plus more than three (3) years of professional communications dispatch experience with a law enforcement entity in California; or the equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a valid California Driver's license.

Possession of a P.O.S.T. Basic Dispatcher Certificate

Possession of a P.O.S.T. Communications Training Officer Certificate

Possession of a valid California Law Enforcement Telecommunications System (CLETS) certification

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, verbal, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER QUALIFICATIONS**

Ability to accurately dispatch public safety equipment and personnel in a coordinated manner; to react quickly, efficiently, and calmly in an emergency situation; to deal courteously and effectively with the public; to understand and carry out complex written and oral directions; to speak clearly and concisely in English; and type a minimum of 45 WPM using a computer keyboard from a clear copy.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to vibration. The noise level in the work environment is usually moderate.