

Item 23-0463: Request to Approve Police Table of Organization Changes

Human Resources and Information Technology Committee

Wed, Apr 26, 2023, 6:30PM

Aldersperson Sheri Hartzheim (District 13) 14:21

Then we'll move on please to item number 23-0463. Request to approve police table of organ—organization changes. I'd like to entertain a motion please.

Aldersperson Denise Fenton (District 6) 14:34

Move to approve.

Aldersperson Chris Croatt (District 14) 14:35

Second.

Aldersperson Sheri Hartzheim (District 13) 14:35

Motion and a second. Who would like to speak on this first?

Director Jay Ratchman (HR) 14:40

No, do you want to start?

Police Chief Polly Olson 14:41

Oh, sure, I...

Aldersperson Sheri Hartzheim (District 13) 14:42

Chief Olson will speak.

Police Chief Polly Olson 14:44

Thank you Chair. Yes, so we are looking at a reorganization at our department. We had a departure of one of our clerical folks and after doing some evaluation of that unit, it was decided that we didn't need to fill that position, that we had created some efficiencies within that unit with navigation to a new RMS system a few years ago, and decided that that one FTE would be better served in this new role, which would be a Police Community Engagement Specialist. I believe that you all should have gotten copies of the job description for that new position as well as the memo that I provided. So I can certainly answer any questions that you might have in regards to that.

Aldersperson Sheri Hartzheim (District 13) 15:34

Thank you, Chief Olson. Anyone have any questions at this time? I spoke separately with Chief Olson in this regard. And my concern is that this sounds like a Community Engagement Specialist only—that it doesn't necessarily take into account all of the other pieces that you're expecting from this position. Could you further elaborate on that a little bit?

Police Chief Polly Olson 15:59

Yeah, I certainly can. So this this position is going to be responsible for, under the supervision of Lieutenant Cash, but all of our PIO duties outside of the critical crisis communications that I still think needs to stay with a supervisor. But this person would be responsible for all of our social media, our neighborhood watch programs,

all of the administrative roles that are associated with those programs, hopefully growing our programming, so looking at just different ways that we can do additional outreach into the community.

Police Chief Polly Olson 16:37

I believe that that in order for a police department to really be effective, especially given the low numbers that we have in terms of our the numbers that we have of officers, I guess, for the community—the size of the community that we have—that we have to really work to just build on a trust and communication with our community. And this person could serve in that key role for facilitating a lot of community meetings and things of that nature.

Aldersperson Sheri Hartzheim (District 13) 17:06

Thank you. Director Ratchman, do you have anything further on this?

Director Jay Ratchman (HR) 17:10

Sure. I guess what I would like to just stress is that what this reorg also does is it really puts the work at a pay level that's more appropriate for the job. A lieutenant is a very high-level supervisor position that pays over \$49 an hour when they work to that rate. So it's taking those administrative tasks away from that supervisor, allowing them to focus on higher level tasks, like Chief Olson had mentioned. And I would also stress, you know, our staffing numbers at Police for sworn officers, certainly, we always could use more. So once again, I think this also supports the officers, lieutenants, and takes away the administrative work. So I think there's a lot of good to this.

Aldersperson Sheri Hartzheim (District 13) 17:53

Thank you. And Director Ratchman, can you give me a feel for what we're looking at, what the police department is looking at then in 2024, for budget numbers. I mean, obviously, we're going to a higher pay grade position, potentially. So is this a substantial leap...

Director Jay Ratchman (HR) 18:10

Sure.

Aldersperson Sheri Hartzheim (District 13) 18:10

...as far as full budget number?

Director Jay Ratchman (HR) 18:11

So what I can do is I can give you like worst case scenario, but I would anticipate a number to be a lot less than that. And the reason being is that the employee that retired from the administrative support specialist position had been with the organization for a long time. So they were really at the top of their pay grade. I would anticipate that we will hire (even in this new position in the higher grade) at a salary that will be quite a bit lower as to where that person was.

Director Jay Ratchman (HR) 18:37

But if that were not the case, what would be the exposure, if we had to max that person out in the new pay grade? If you look at grade five, the maximum hourly rate is \$29.15 per hour. If the—if that person is in pay grade seven, the maximum rate is \$35.28 per hour, so that's about \$6.13 per hour, or \$12,750 annually, if they work 20—20,000 or 20-80 hours. That does not factor in if there's overtime. But so our exposure is just under \$13,000. But I would anticipate once again that number to be far less than that, just because we'll hire someone at a lower rate.

Aldersperson Sheri Hartzheim (District 13) 19:20

Thank you, and this is to be in a non-exempt position?

Director Jay Ratchman (HR) 19:23

This is a non-exempt hourly position. Correct.

Aldersperson Sheri Hartzheim (District 13) 19:26

Excellent. Thank you. Anyone else have any other questions? With that being said, I would like to put this to vote. All those in favor signify by saying aye. Anyone opposed? No abstentions this time.