

**Administrative Authorization for Position Changes**

At the discretion of the Human Resources Director and Finance Director, and with the delegated authority of the Common Council, agencies may be provided approval for position modifications and/or reallocations if those changes fall within the following parameters:

- a) The positions are within the same compensation groups.
- b) The creation of new classification is not required.
- c) The modifications result in less than a total of \$25,000 change in existing funding.
- d) There is less than a .2 increase in FTE, no change in FTE, or a reduction of FTE.

Based on the information provided, the following administrative change is authorized and incorporated within the permanent salary detail of the budget.

**FOR OFFICIAL USE ONLY - To be completed by HR and Finance staff**

Position number:	2545
Previous classification:	Program Assistant 1
Classification code:	J070
Comp Group / Range	CG20 / R 11

Employee Name / MUNIS #	Debbie Slawek (#1965)
Justification for recommendation:	In the past 3-5 years, as police applications have decrease nationwide, MPD's hiring timeline has become drastically more flexible and frequent changes and adjustments are made. This position is relied on heavily to coordinate changes to the recruiting and hiring timelines and make quick adjustments to multiple schedules for interviews or testing dates throughout the entire year. This has caused this position to interact more regularly with police officer candidates and MPD staff. There is also far more reliance on accelerated recruit academies and the incorporation of new candidate-centric practices have raised the technical proficiency of the position to remain effective. This position is taking on the full programmatic support for hiring at the training center, with the technical proficiency to meet programmatic objectives.

New classification:	Program Assistant 2
Classification code:	J071
Comp Group / Range	CG20 / R12
Effective date of change (must be the start of a new payroll period, regardless of retroactivity):	3/19/2024

Estimate Cost of Change:	\$2,115
New or updated payroll allocation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Details on payroll allocation:	

Signed: *Erin Hillson*  
 Human Resources Director      Date

Betsy York for D. Schmiedicke 4/29/2024  
 Finance Director      Date