TO: Board of Estimates

FROM: Mike Lipski
            HR Services Manager

DATE: April 5, 2012

RE: Program Assistant 1-Police

In February, 2012, the Common Council passed Legislative File #25142 (version 2), which in relevant part stated "BE IT FURTHER RESOLVED that the 2012 Police Department Operating Budget be amended to authorize one new position (classification to be determined through the Human Resources process)." This is part of a larger resolution authorizing the Police Department to contract with LeadsOnline to monitor sales to secondhand dealers. The new position will work with the LeadsOnline program to monitor sales for the Police Department. The Police Department has developed a position description for the new position (see attached). Upon reviewing the work assigned to this position, I conclude that the position is consistent with the existing classification of Program Assistant 1. As the Program Assistant 1 classification already exists in the City's classification scheme, creation of the new position within the Police Department operating budget may be authorized directly by the Board of Estimates, according to Mayoral APM 2-4. Therefore, I am recommending creation of a Program Assistant 1 position within the Police Department budget to be filled in accordance with Legislative File #25142 (version 2).

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2012 Annual Minimum (Step 1)	2012 Annual Maximum (Step 5)	2012 Annual Maximum +12% longevity
20/11	40,868	45,745	51,246

cc: Noble Wray-Police Chief
      John Davenport-Assistant Police Chief
      Jim Wheeler-Police Captain
      Tom Woodmansee-Police Lieutenant