

TO: Personnel Board

FROM: William Wick, Human Resources Analyst

DATE: September 2, 2022

SUBJECT: Administrative Assistant – Police Department

At the request of Chief Shon Barnes, I have studied the 1.0 FTE Administrative Assistant - Confidential position, #2568, in CG17, Range 14, currently filled by Alyssa Cains, to determine if the position is properly classified based on the current job responsibilities assigned to the position. Since Alyssa Cains was hired, the duties and responsibilities of the position have changed; furthermore, the City has moved toward eliminating CG17 and reallocating existing positions within that compensation group to other appropriate compensation groups. After reviewing the position description submitted and conducting interviews with Assistant Police Chief John Patterson and Alyssa Cains, I recommend the following:

- Delete position #2568 as an Administrative Assistant in CG 17, Range 14,
- Recreate the position as an Administrative Supervisor in CG18, Range 03, and
- Reallocate the employee, Alyssa Cains, to the new position.

Alyssa Cains was originally hired into position #2568 as an Administrative Assistant in September 2013. This position acts as a confidential administrative coordinator for the Chief of Police and provides direct administrative support to the three Assistant Chief positions. Since mid-2020, work coordinating department processes has been gradually reassigned to the position, with the majority of coordination work commencing on November 1, 2021. In addition, this position is responsible for updating the department's standard operating procedures and internet/website content and providing assistance to the department's HR coordinator for commissioned promotional processes.

A review of the classification specification for Administrative Assistant - Confidential identifies the work as:

...responsible paraprofessional staff support work relative to the development and implementation of divisional and/or departmental administrative programs and functions. Work is characterized by **responsibility for a wide variety of administrative services** (such as the development and implementation of budgetary documentation and fiscal controls, personnel, purchasing, payroll, and the supervision of office clerical activities); **and/or direct responsibility for a comprehensive administrative program requiring the development and integration of diverse and complex operational data inherent to unit operations.** This work is performed with **a high degree of independence and discretion.** Under the general supervision of a department or division head, work is normally assigned in terms of program objectives and directives; and **employees are responsible for establishing the necessary administrative procedures, methods and controls.** Employees **may supervise subordinate administrative and clerical staff.** [emphasis added]

Beginning in early 2022, the position has also taken on supervisory responsibilities and now supervises two direct-reports - an Administrative Clerk (CG20/R09) and a Police Report Typist (CG20/R08). The position works with independent judgment and discretion in the organization, coordination, and implementation of department wide-programs and activities within the executive section and

department-wide. This position now coordinates employee key card access, TIME system access, and the department ride-along program in addition to providing high level administrative support to the Police Chief and three Assistant Chiefs.

The classification specification for Administrative Supervisor describes distinctions in the work as:

...**responsible, supervisory support** work relative to the development and implementation of divisional and/or departmental administrative programs and functions. Employees in this class typically **function as office managers** responsible for the coordination of all administrative support **including the supervision of administrative staffs**. Work is characterized by responsibility for a wide variety of administrative services (such as the development and implementation of budgetary documentation and fiscal controls, personnel, purchasing, payroll, and the supervision of office clerical activities); and/or direct responsibility for a comprehensive administrative program requiring the development and integration of diverse and complex operational data inherent to unit operations. This work is **performed with a high degree of independence and discretion**. Under the **general supervision of a department or division head, or high-level manager**, work is normally assigned in terms of program objectives and directives; and employees are responsible for establishing the necessary administrative procedures, methods and controls. [emphasis added]

The main changes of Alyssa Cain's work are assuming supervisory responsibility for two-direct reports and greater responsibility for coordinating certain departmental processes. Due to the increased confidential and sensitive nature of the work, the expanded supervision and support, and given the City's desire to eliminate Compensation Group 17, it would be most appropriate to reallocate this position to Compensation Group 18. Classifications in CG18, Range 03 typically have responsibility for coordination of internal departmental processes, whereas classifications in CG18, Range 04 typically have responsibility for coordination of external processes (community relations, outreach, and/or engagement, community program coordination, etc.) that are the primary focus of those positions. Because this position's coordination efforts are largely focused on internal departmental processes, it is appropriate to reallocate it to CG 18, Range 03, rather than CG18, Range 04.

Based on the analysis detailed in this memo, I recommend that Administrative Assistant position #2568 in CG17, Range 14 be recreated as an Administrative Supervisor in CG18, Range 03 and that the employee, Alyssa Cains, be reallocated to the new position.

The necessary resolution has been prepared to implement this recommendation.

Editor's Note:

Effective Date: May 15, 2022

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+ 12% Longevity)
17/14	\$55,301.74	\$61,922.90	\$69,353.70
18/03	\$56,247.10	\$64,137.58	\$71,834.10

Cc: Shon Barnes – Police Chief
John Patterson – Assistant Police Chief

Teague Mawer – Police Administrative Services Manager
Gregg McManners - Interim HR Director
Erin Hillson – Employee and Labor Relations Manager