

TO: Personnel Board
FROM: Sue DeBolt, Human Resources
SUBJECT: Information Clerk – Police Department
DATE: February 10, 2010

At the request of the Police Department, a study was conducted of the Information Clerk position (Compensation Group 20, Range 7) currently occupied by E. Hardiman. This position provides administrative support to the Executive Staff of the Police Department. In addition, this position has independent responsibility for the special duty program and serves as support staff for the Public Safety Review Committee. After reviewing the duties and responsibilities associated with the position, as seen in the attached position description, I conclude that the position should be recreated as an Administrative Clerk 1, Compensation Group 20, Range 9, and that the incumbent should be reallocated to the new position.

The Administrative Clerk 1 class provides “responsible administrative support work in the implementation and coordination of a specified office function necessitating judgment, discretion, and initiative in the interpretation and application of program policies, procedures, and processes. Work at this level is characterized by ongoing responsibility for an assigned program support activity. Employees in this classification...may be responsible for preparing meeting agendas or minutes in the Legistar system, or may perform other administrative tasks. Work is normally performed under the general supervision of a professional or administrative supervisor.”

Examples of duties and responsibilities in the Administrative Clerk 1 class specification include

Provide administrative and clerical support relative to an assigned program area. Exercise initiative in the establishment of related filing and recordkeeping systems. Exercise judgment and initiative in the implementation of related administrative processes. Recommend procedural changes or guidelines based on observed program needs.

Prepare meeting agenda materials and enter agenda and minutes in the City's electronic system (Legistar). Distribute agendas and related materials as required. Take minutes at meetings and transcribe to prepare for electronic posting.

Provide information and/or clarify program policies and procedures as the designated resource on administrative considerations. Determine the applicability of screening criteria as applicable.

Assume responsibility for follow-through on administrative detail. Initiate routine correspondence and other inter-departmental communications as necessary.

Establish and maintain routine financial and/or budgetary records. Post accounts. Identify and report related concerns.

Prepare periodic or special statistical reports. Research information from historical records, files and/or operational reports. Tabulate and format data as applicable.

Organize and oversee special projects as necessary. Assist supervisor in follow-through activities relative to ongoing clerical functions.

The Information Clerk class performs responsible public contact and clerical work involved in providing programmatic information to the general public and in processing requests for services. However, the Administrative Clerk 1 classification is distinguished by the responsible administrative support work and the ongoing responsibility for the assigned program support activities. This class requires a more in-depth knowledge of the program in question and allows the position to function with a higher degree of independence.

The Executive Staff of the Police Department consists of the Police Chief, two Assistant Chiefs, two Executive Captains, a Public Information Specialist, and the Professional Standards unit (a Lieutenant and a Sergeant). The Executive Staff has increased within the past year with the addition of the two Executive Captain positions. The administrative support staff for this section consists of an Administrative Assistant to the Police Chief (Comp Group 17, Range 14) and the Information Clerk. The incumbent reports directly to the Assistant Chief of Field Operations and the Assistant Chief of Support Services. This position provides administrative support to the Support Team, Operations Team and Management Team by preparing and distributing meeting agenda and minutes, and prepares reports and spreadsheets as needed. The Assistant Chiefs provide the incumbent with the general framework of what is required for their reports and spreadsheets, and the incumbent independently conducts the research, data gathering and report preparation. This position also drafts letters and correspondence, schedules meetings and maintains calendars to relieve the Assistant Chiefs with clerical detail. These administrative and clerical support functions account for approximately 30% of the incumbent's time.

As indicated above, this position has direct responsibility as the coordinator of the special duty program. The special duty program is the employment of volunteer off-duty City police officers to provide security, traffic control, etc. services in conjunction with events and functions. This position is the sole contact with outside organizations or businesses interested in utilizing this service. This position attends biweekly City Street Use Committee meetings and offers suggestions and feedback for special duty assignments. The position reviews application requests, verifies adequate insurance requirements, and determines number of officers to assign for sufficient coverage. The position independently rejects applications not meeting criteria. This position prepares and routes the contracts through appropriate City agencies for signature, prepares and maintains event schedule sign-up for officers, and notifies officers of their selection of assignment.

This position processes special duty officer time into the telestaff payroll system, generates invoices to businesses, and ensures the special duty account balance is accurate. This position has direct responsibility, within union guidelines, for follow-up with the officer and captain on any complaints received regarding the special duty assignment officer (i.e., did not show for assignment, conduct during event). Because the special duty program is ongoing, with approximately 80-100 contracts prepared per year, responsibility for all aspects of this program takes approximately 30% of the position's time. While the incumbent has been involved with the special duty work program for a number of years, the program's coordination requirements have changed and become more complex in the last few years.

This position also provides administrative staff support to the Public Safety Review Committee. Utilizing the City's Legistar system, this position prepares the meeting agenda materials, agenda and minutes. The incumbent takes minutes at monthly meetings and enters proceedings into the electronic system.

This position maintains the monthly telephone account for approximately 175 officer cell phones. In addition, this position assists the primary uniform account person with editing information on individual spreadsheets for over 500 employees to reflect appropriate updates. This is a complex process based on different labor contracts, which impact the amounts added or subtracted to an employee's uniform account.

Based on the changes in the position's assignments and responsibilities and the similarity with the examples in the Administrative Clerk 1 class specification, I believe that the position is more appropriately classified as an Administrative Clerk 1. I recommend that the position be recreated as an Administrative Clerk 1 and the incumbent be reallocated to the new position.

We have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2010 Annual Minimum (Step 1)*	2010 Annual Maximum (Step 5)*	2010 Annual Maximum +12% longevity*
20/07	\$35,905	\$40,068	\$44,876
20/09	\$37,766	\$42,463	\$47,554

* 2009 salary listed. The salary schedule for 2010 is not approved; salaries will be adjusted to reflect any change at that time.

cc: Police Chief Noble Wray
 Assistant Chief Randy Gaber
 Assistant Chief John Davenport
 Mike Deiters