

## **Proposal: Hiring Interim Dedicated Administrative Support for the Police Civilian Oversight Board (PCOB)**

**Position:** Administrative Clerk 1 Hourly

**Pay:** \$16.80/hr

**Hours:** Up to 30 hours per week. Max. 1350 hours allowed per calendar year.

**Hiring and Supervision:** Common Council Chief of Staff Karen Kapusta-Pofahl will work with HR to complete the hiring, onboarding, and daily supervision of the staff member, in communication with PCOB Chair and Vice Chair.

### **Main Tasks:**

1. **PCOB Staffing:** Full Board, Executive Subcommittee, and any additional taskforces. Agendas, minutes, notes, scheduling, follow-up; virtual and in-person meetings as needed.
2. **Administrative Support for Hiring of Independent Police Monitor Process:** Scheduling meetings, interviews, and town halls, other tasks as assigned.
3. **Administrative Support for PCOB Projects:** drafting documents, researching information, supporting of onboarding of new members, supporting new member recruitment process, other tasks as assigned.

**Cost to PCOB/OIM Budget:** Costs associated with this position will be paid from the PCOB/OIM budget.

- **Hourly Pay:** Up to \$22,680 in 2022.
- **Workstation furniture and equipment:** desk, computer, phone (stays with OIM after temporary position ends): City has a standard rate for these items TBD.