

TO: Finance Committee

FROM: William Wick, Human Resources Analyst

DATE: September 2, 2022

RE: Information Clerk – Police Department

Police Chief Shon Barnes requests that the 100% FTE vacant position of Information Clerk (#2588) in CG20, Range 07 be recreated as a 100% FTE position of Program Assistant 1 in CG20, Range 11 in the Police Department operating budget.

The Information Clerks, Program Assistants, and Records Custodian within the Police Department (MPD) work as a team to locate, review, and release records requested through public records request. Information Clerks are primarily responsible for the location and logging of public records that are requested. Program Assistants review requested information under the general supervision of the Police Records Custodian. Recreating one Information Clerk position as a Program Assistant would allow for additional support in the review process and assist in reducing the backlog of public records requests, which would otherwise continue to grow and lead to increased delays in responding to requests. MPD is obligated by statute to respond to public records requests in a timely manner.

Currently overtime is being authorized for several team members to address the backlog. Recreating an Information Clerk position as a Program Assistant will help mitigate the amount of overtime needed to timely respond to public records requests. The proposed change would result in a shift from the current 6 Information Clerks and 2 Program Assistants to 5 Information Clerks and 3 Program Assistants and would create a better workflow balance.

For the reasons outlined in this memo, I recommend recreation of the 1.0 FTE position #2588 of Information Clerk as a 1.0 FTE position of Program Assistant 1 in the MPD operating budget. The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+12% Longevity)
20/07	\$45,498.70	\$50,773.84	\$56,866.68
20/11	\$50,770.98	\$56,830.02	\$63,649.56

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