

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: August 4, 2009

SUBJECT: Administrative Clerk 1-Police

The Police Department has requested a study of its' Administrative Clerk 1 position (Compensation Group 20, Range 9) providing support to the Personnel and Training Section of the Police Department. The position provides support for the recruitment and hiring process within the Police Department. In addition, the position supports new officer training and current officer retraining activities. 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 a Program Assistant 1, Compensation Group 20, Range 11, and that the incumbent should be reallocated to the new position.

The class specification for a Program Assistant 1 indicates that it is responsible administrative support and advanced-level secretarial and/or programmatic work and that employees

...perform a wide variety of administrative, secretarial, and program support functions including such functions as office management; secretarial services to program head and professional staff; programmatic recordkeeping and reporting; performance and/or coordination of specialized program functions; and direct involvement in budget development and monitoring.

In addition, positions in the classification are normally supervised by a department, division, or program head. The position being studied provides secretarial services to the program head, performs recordkeeping and reporting, and coordinates specialized program functions relating to the Police Department hiring process and training area.

The incumbent reports directly to the Police Captain in charge of Personnel and Training. As mentioned above, the position provides support for the Police Department hiring process. At all steps of the process, the position is responsible for sending letters to applicants/candidates for employment informing them of their status within the hiring process. The position enters applicant data into a database for tracking purposes. The position schedules applicants for appropriate testing, including written tests, physical agility tests, and oral board interviews. The position records the scores from the relevant parts of the interview process and informs applicants/candidates via letter whether they will move on in the process or if they have failed to make the cut. The position coordinates the background check part of the recruitment process, scheduling officers to do the checks on candidates. Once candidates are selected, the position coordinates health exams, fingerprinting, and uniform fitting for the academy, and establishes the new recruit's personnel file. Finally, this position is responsible for running reports tracking statistical data of applicants for the Police and Fire Commission. Because the Police Department continuously accepts applications, providing support to the hiring process takes approximately 60% of the position's time. Another 15% of the time is spent on recruitment, including managing the recruiting budget, determining where to place ads based on available money, drafting ads for placement, making travel arrangements for recruiters, and establishing

advertising timelines. Including this time, the position spends 75% of its time directly supporting the Police Department's recruiting and hiring program.

The remainder of the position's time is filled providing support to the training program of the Department. The Police Department conducts a pre-service academy for new recruits and this position types up the curriculum, including learning materials, testing materials, and evaluations, and records the evaluation results. The position also develops and maintains a spreadsheet of academy scores for the recruits. The position then types up training schedules for recruits to receive post-academy field training. In addition, the Department's 438 current officers are required to receive 24 hours of in-service instruction per year to maintain officer certification. This position schedules the in-service dates, schedules officers to attend the trainings, ensures officers attend the trainings, and maintains a database of all in-service topics.

It is apparent from the description above that this position's main function is to provide assistance and support to the Police Department's hiring and training programs. This is the reason the Program Assistant classification exists, to recognize those positions which provide significant support to a department/division program. An Administrative Clerk 1 may provide bits and pieces of support to different office functions, such as doing payroll or tracking purchase orders. However, the Program Assistant classification is distinguished by the wide variety of administrative, secretarial, and program support functions incumbents are expected to perform. The position in question drafts letters, prepares reports, schedules trainings, schedules the hiring process, maintains training records, prepares and maintains personnel files, writes and purchases advertising, makes travel arrangements for recruiters, and other duties. This requires more in-depth knowledge of the program in question and allows the position to function with a higher degree of independence. This is consistent with the Program Assistant 1 description that "...work requires exercising considerable judgment and discretion in the interpretation and application of policies and the development of operating systems and procedures." Because of this, I recommend the position be recreated as a Program Assistant 1 and the incumbent reallocated to the new position.

We have prepared the necessary Resolution to implement this recommendation

Editor's Note:

| Compensation Group/Range | 2009 Annual Minimum (Step 1) | 2009 Annual Maximum (Step 5) | 2009 Annual Maximum +12% longevity |
|--------------------------|------------------------------|------------------------------|------------------------------------|
| 20/09 | \$37,766 | \$42,463 | \$47,554 |
| 20/11 | \$40,066 | \$44,848 | \$50,232 |

cc: Captain Sue Williams-Personnel and Training
Chief Noble Wray-Police Chief