

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: September 19, 2011

SUBJECT: Administrative Clerk 1-Police

The Police Department has requested a study of Administrative Clerk 1 (CG20-R09) position #2598, currently occupied by W. Jackson. This position provides support to the scheduling function within the Police Department. After reviewing the updated position description (attached) and meeting with the supervisor and incumbent, I recommend that the position be recreated as a Program Assistant 1 (CG20-R11) and the incumbent reallocated to the new position for the reasons outlined in this memo.

The Police Department is required to schedule officers on a 24/7 basis, 365 days a year. To assist with this function, in 2005 the Department started using Telestaff, a scheduling program which allows the Department to configure the various beats and shifts that need scheduling, and then to attach officers to the shifts. Time off, overtime, and other requests can also be managed through the Telestaff system, and the entire department uses Telestaff. In fact, every pay period, the system is configured to put all data regarding hours worked and time off into the City's SxD payroll system. Prior to 2005, the Department had an older program, New World, that was used, but it was not as computer-based as Telestaff and in order to do scheduling, large printouts of the daily schedule were made and leave and other requests were managed off the printouts. Because the old program was cumbersome, it was basically used to schedule patrol officers.

The incumbent of the position being studied has been with the Police Department since 2003. He has always assisted with the scheduling but in 2003 had other responsibilities for processing payroll (since moved to other positions). As far as scheduling, the Department has a Scheduling Sergeant who handles time off requests that come in on a daily basis. However, the incumbent has managed time off requests that come up more than 30 days in the future. He has responsibility for reviewing the schedule, determining whether staffing minimums are being met, and based on the staffing, approving or denying the request. The incumbent has a piece of paper with the various staffing minimums based on shift and location that he uses in this determination. With the transition to Telestaff, the incumbent still maintained this responsibility for approving or denying leave requests. In addition, the incumbent schedules officers for annual training/in-services. This involves moving officers off their regular schedule, again based on staffing minimums, and scheduling the training days. This is normally done following seniority, which is done through the Telestaff system.

Over the past 2 years, the incumbent has taken on additional responsibility for configuration within the Telestaff system. As noted, the incumbent uses Telestaff to make changes to the schedule based on seniority and staffing minimums. However, Telestaff would not work if the system was not configured appropriately. Someone has to go in to the system and set up each shift beat and days off rotation. In addition, each officer needs to be set up in the system with personal information, seniority information, and with the appropriate beat. The Department

annually does a beat pick where officers can choose a new beat and days off rotation. When preparing for this beat pick, the Department may choose to revise certain beats or add new shifts or rotations. When this happens, it needs to be set up in the system. The incumbent has taken on responsibility for this configuration within the system. This takes up 35% of the incumbent's time, based on the submitted position description. However, from approximately November-January, during the annual shift pick, the incumbent spends most of his time on this configuration work. The only other people in the Department with rights to the configuration screens within Telestaff are the incumbent's supervisor, 3 Lieutenants, and a Captain.

The incumbent has also recently taken on responsibility for dealing with the accounting for officer training. This involves receiving purchase orders, identifying the appropriate amounts for the training and other reimbursements, determining where the money should come out of the Department budget, and then reconciling the Department accounts against the City's SxD system. This new responsibility takes up about 20% of the incumbent's time.

After reviewing the duties and responsibilities assigned to the incumbent, I do not find that the scheduling work within Telestaff is outside the classification of an Administrative Clerk. Although the incumbent is moving officer schedules and/or approving leave requests, it is apparent that the incumbent does not exercise significant judgment or discretion in this work. Rather, the incumbent, upon receiving a request, evaluates the request against pre-set staffing minimums to determine whether to approve the request. The incumbent is not involved in establishing the staffing minimums. Even when scheduling officers for training, the incumbent runs a sort on each shift by seniority and then schedules training by the most senior first. Again, this does not involve significant discretion or judgment in doing this scheduling.

In reviewing the configuration and training reconciliation work, I find that the work is at the level of a Program Assistant 1, CG20, Range 11. Examples of duties and responsibilities found in the class specification for a Program Assistant 1 include

Provide assistance to professional/technical employees in areas requiring knowledge of departmental programs and operations and/or general administrative expertise.

Perform specialized program activities such as managing grant or other types of application processes. Provide information and assistance to program participants.

Review and monitor budget expenditures and distribution of costs to appropriate accounts. Review and monitor revenue and salary savings projects and grant budgets and billings. Prepare related administrative reports and financial analyses and make recommendations.

The first 2 examples are consistent with the configuration work. The incumbent provides assistance to higher-level managers in the Police Department by setting up employees and shift schedules within the Telestaff system. This requires a high degree of technical knowledge. In fact, the incumbent went on a 5-day training trip to learn Telestaff when it was first being implemented. This is specialized program activity as it relates to scheduling. The third example is consistent with the training reconciliation activity. The Police Department has another Program Assistant 1 who is responsible for similar work as it relates to Officer Uniform reimbursement and other reimbursements. Because the configuration and reconciliation work

makes up over 50% of the current position's duties and responsibilities, it is appropriate to recreate the position as a Program Assistant 1 and reallocate the incumbent to the new position.

We have prepared the necessary Resolution to implement this recommendation

Editor's Note:

Compensation Group/Range	2011 Annual Minimum (Step 1)	2011 Annual Maximum (Step 5)	2011 Annual Maximum +12% longevity
20/09	\$37,766	\$42,463	\$47,554
20/11	\$40,066	\$44,848	\$50,232

cc: Noble Wray-Police Chief  
Terri Genin-Police Administrative Services Manager  
Greg Leifer-Labor Relations Manager  
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