



Legislation Details (With Text)

File #: 61284 **Version:** 1 **Name:** Recreate positions #2549 and 4264 from 1.0 FTEs of Clerk Typist 2 (CG20, R6), currently occupied by H. Wendtland-Nelson and R. Scheer, respectively, as 1.0 FTEs of Police Records Service Clerk (CG20, R8) and recreate position #2555 from a 1.0 FTE of Clerk

Type: Resolution **Status:** Passed

File created: 7/7/2020 **In control:** Human Resources Department

On agenda: 8/4/2020 **Final action:** 8/4/2020

Enactment date: 8/7/2020 **Enactment #:** RES-20-00547

Title: Recreate positions #2549 and 4264 from 1.0 FTEs of Clerk Typist 2 (CG20, R6), currently occupied by H. Wendtland-Nelson and R. Scheer, respectively, as 1.0 FTEs of Police Records Service Clerk (CG20, R8) and recreate position #2555 from a 1.0 FTE of Clerk Typist 2 (CG20, R6), currently vacant, to a 0.6 FTE Police Records Service Clerk (CG20, R8), all in the Police Department budget and reallocate the incumbents to the new positions.

Sponsors: Satya V. Rhodes-Conway

Indexes:

Code sections:

Attachments: 1. PB Memo MPD Records Unit 2.pdf, 2. PD MPD Customer Service Clerk Typists.pdf, 3. MPD Records Section Org Chart 2.pdf

Date	Ver.	Action By	Action	Result
8/4/2020	1	COMMON COUNCIL	Adopt	Pass
7/27/2020	1	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
7/22/2020	1	PERSONNEL BOARD	Return to Lead with the Recommendation for Approval	Pass
7/21/2020	1	FINANCE COMMITTEE	Refer	
7/21/2020	1	COMMON COUNCIL	Refer	Pass
7/7/2020	1	Human Resources Department	Referred for Introduction	

Fiscal Note

This resolution is part of a series of resolutions (Legistar ID #s 61274, 61275, 61278, 61284, 61285, and 61286) that are the result of position studies for the Police Department Records Unit which was reorganized in January 2019. The resolutions reclassify 17 positions with an annual cost of approximately \$64,500 including benefits. The cost in 2020 is approximately \$25,600. One of the positions (#2555, currently vacant) will be reduced from 1.0 FTE to 0.60 FTE, resulting in savings of approximately \$22,000. Costs associated with these position reclassifications will be funded by salary savings in the Service. As of the 2nd quarter projection, the Police Support Service is expected to be under budget approximately \$220,000 in Permanent Salaries.

The annualized cost of the proposed reclassifications and reduction in FTE is \$9,300 (including benefits). The impact on the 2020 budget is approximately \$3,700. Costs associated with the reclassification will be absorbed within the Police Support Service 2020 budget through salary savings.

Title

Recreate positions #2549 and 4264 from 1.0 FTEs of Clerk Typist 2 (CG20, R6), currently occupied by H. Wendtland-Nelson and R. Scheer, respectively, as 1.0 FTEs of Police Records Service Clerk (CG20, R8) and recreate position #2555 from a 1.0 FTE of Clerk Typist 2 (CG20, R6), currently vacant, to a 0.6 FTE Police Records Service Clerk (CG20, R8), all in the Police Department budget and reallocate the incumbents to the new positions.

Body

Resolution recreating the 1.0 FTE positions #2549 and 4264 of "Clerk Typist 2" (CG20, R6), currently occupied by H. Wendtland-Nelson and R. Scheer, respectively, as 1.0 FTEs of "Police Records Service Clerk" (CG20, R8) and recreating position #2555 from a 1.0 FTE of position Clerk Typist 2 (CG20, R6), currently vacant, to a 0.6 FTE Police Records Service Clerk (CG20, R8), all within the Police Department Operating Budget; and reallocating the incumbents to the new positions, thereof.