

City of Ramsey
Agenda
Personnel Committee
Tuesday March 27, 2012
5:45 p.m. or Immediately Following Special City Council
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Committee Business**
 1. Consider a Resolution to Accept the Resignation of a Part-time Police Technician and to Authorize a Recruitment for a Replacement Part-time Police Technician
 2. Consider a Resolution to Authorize a Recruitment for a Management Analyst
- 5. Adjournment**

Personnel Committee

4. 1.

Meeting Date: 03/27/2012

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Accept the Resignation of a Part-time Police Technician and to Authorize a Recruitment for a Replacement Part-time Police Technician

Background:

The City received a letter of resignation dated March 5, 2012 from Ms. Stacy Mickelson. Ms. Mickelson has worked in the Police Department as a part-time Police Technician since October 24, 2007. Her last day with the City was March 19, 2012.

Notification:

This position is essential to the functionality of the Police Department and is key to achieving the strategic goals identified by the City Council. Please see the attached "Evaluation Criteria for Vacant and New Positions" document which provides a detailed description of the duties and role of the Police Technician position.

Recommendation:

To accept Ms. Mickelson's resignation and to authorize staff to conduct a recruitment process for a replacement part-time Police Technician.

Funding Source:

The funding to replace the vacated part-time Police Technician is included in the general fund budget.

Note: The total annual cost of Ms. Mickelson's position was \$25,485. The replacement cost, at step one of the wage scale, is approximately \$4500 less.

Council Action:

Motion to approve resolution # 12-04-XXX confirming the recommendation of the Personnel Committee to accept Ms. Mickelson's resignation and to authorize a recruitment for a replacement part-time Police Technician.

Attachments

Resolution

Evaluation Criteria Doc.

Form Review

Inbox

Kurt Ulrich

Reviewed By

Kathy Schmitz

Date

03/21/2012 11:57 AM

Form Started By: Colleen Lasher

Started On: 03/19/2012 09:02 AM

Final Approval Date: 03/21/2012

Council Member introduced the following resolution and moved for its adoption:

RESOLUTION #

CONSIDER RESOLUTION TO ACCEPT THE RESIGNATION OF A PART-TIME POLICE TECHNICIAN AND TO AUTHORIZE A RECRUITMENT FOR A REPLACEMENT PART-TIME POLICE TECHNICIAN

WHEREAS, Ms. Stacy Mickelson, a part-time Police Technician, has submitted a letter of resignation effective March 19, 2012; and

WHEREAS, the Police Chief has determined the position to be an essential position and key to the City's operations; and

WHEREAS, staff has requested authorization to begin a recruitment process for a replacement part-time Police Technician.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA,

Confirms the recommendation of the Personnel Committee to do the following:

- Accept the resignation Ms. Stacy Mickelson, a part-time Police Technician
- Direct staff to begin the recruitment process to replace the part-time Police Technician Position.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member, , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 10th day of April 2012.

Evaluation Criteria for Vacant and New Positions

1. Is the position essential?

*This position of the **Part-Time Police Records Technician** is essential to the functionality of the Police Department. This part-time position provides clerical support and assists in the coordination of the recordkeeping and public assistance functions. This is a position that also provides coverage when the full time office staff is off and on breaks. The work that this position provides cannot be absorbed by other staff.*

2. Is the position critical?

Critical positions are positions that are, for example, one-position job classes or positions with duties that cannot be modified, reassigned or eliminated. Detailed responses to the following questions will be required in determining whether or not a position is “critical” to providing high-quality services to residents, business owners and/or employees:

- Explain how this position is key to achieving the strategic goals identified by the City Council.

The Council has indicated that “core” functions are the propriety of the City. This position supports the police department, which has been identified as a “core” function, as outlined in this document.

- Can the duties be re-engineered or automated? *No.*
Please explain.

The duties of the records technician include assisting the public with police related matters and processing sensitive law enforcement data.

Can the duties be reassigned temporarily or permanently? *Temporarily, Yes.*

Please explain.

Many of the duties of this position have been temporarily reassigned to the office supervisor and the existing part-time records technician position (who will be working additional hours to complete these tasks). The full-time records technician will also be taking additional phone calls and servicing more walk-ins. It should be noted that staff is already absorbing a number of duties previously assigned to the Crime Prevention Specialist, who is now off-site. While the Office Supervisor is assisting with a number of these tasks, she also assists with system administration of the Anoka County Records System (by contract), that the city is reimbursed for.

There are additional duties of this position that have not yet been reassigned, such as code enforcement and hunting permits. (See below for details).

- Can the position remain unfilled temporarily or permanently? *No.*
Please explain.

Many of the duties of this position are time sensitive. The technician in this position is the main transcriptionist for the department. Victim and suspect statements play a vital role in the prosecution of cases and are required to be submitted with cases for charging. Many of these statements are for “in custody” cases, whereby arrested subjects are required to be charged within short time frame.

There are several requirements for this position, mandated by the Federal Bureau of Apprehension. The employee in this position must possess certifications in the BCA MNCIS systems.

This position is currently coordinating the city’s Code Enforcement Program, which includes all recordkeeping for the program. Cases are tracked in the PIMS system by this employee. This has not yet been reassigned.

All hunting permits are processed by this employee. Applications are received in the police department and documentation is reviewed prior to being forwarded to an officer for inspection. After the approval process, permits are issued as well as data entry by this employee. This has not yet been reassigned.

This employee is expected to handle receptionist duties including answering the phones and being familiar with City Code concerning public safety in order to answer inquiries made by the public. Walk-ins are assisted with dog and cat licensing, vehicle releases, and dog impound releases.

Background checks for daycare licensing and report requests for insurance companies are researched and processed by this employee.

- Can the position be filled internally?
For confidentiality reasons this position must remain within the police department. This position has access to law enforcement data, which can be sensitive and highly confidential. State and Federal statutes restrict access to this data.

- What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled?

In a recent study, at full staffing, this department's staffing level is 44% less than other comparable agencies. Included in the study were Anoka County agencies with similar records entry procedures, having similar police ratios to our city. Reducing staff by this position would change the staffing level to 53% less than comparable agencies. Staff does not feel that the duties of this position can be eliminated. As described above, while temporarily reassigning some of the duties of this position, it is not possible to continue with the current level of staffing.

- Can the service provided be reduced, eliminated, or contracted out?
Contracting for services or hiring through a temporary agency is not an option, due to data privacy requirements for law enforcement data.

- What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs)?
To continue to complete the tasks that have been reassigned, temporarily will have no impact, as budgeted money for this position would be paid to increase hours for the existing part-time technician.

To reassign ALL tasks, including code enforcement and hunting permits, would require overtime by the Office Supervisor, the full-time Police Technician, or FULL-TIME status for the part-time technician (additional benefits like insurance, PERA, etc., not currently paid out).

3. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)?

\$25,485

Personnel Committee

4. 2.

Meeting Date: 03/27/2012

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Authorize a Recruitment for a Management Analyst

Background:

The City recently accepted the resignation of two full-time employees; the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager. The City Administrator, in consultation with the the City Council, has determined that the two positions mentioned above will not be filled in the foreseeable future. However, the City currently employs a Planning/Management Intern and through adjustments to that position the City has options to help alleviate some of the duties left vacant by the resignations.

After extensive analysis, the City Administrator has determined that the elimination of the Planning/Management Intern and the creation of a full-time regular Management Analyst position is a means to help absorb some of the administrative and planning division work; thereby creating a position that will have more time and will perform some of the higher level duties left vacant by the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager.

Attached, please find a draft Management Analyst job description which provides a listing of the job duties; as well as the Needs Analysis for Vacant and New Positions.

Notification:

Observations:

Recommendation:

To authorize staff to eliminate the Planning/Management Intern and to conduct a recruitment process for a full-time regular Management Analyst position.

Funding Source:

The net 2012 funding required for the Management Analyst position is approximately \$19,299. This amount takes into account the savings realized by eliminating the already budgeted for Planning/Management Intern position. The 2013 funding for this position is expected to be approximately \$59,803.

Council Action:

Motion to approve resolution # 12-04-XXX confirming the recommendation of the Personnel Committee to eliminate the Planning/Management Intern and to conduct a recruitment process for a full-time regular Management Analyst position.

Attachments

Resolution

Draft Job Description

Needs Analysis for Vacant and New Positions

Form Review

Inbox
Kurt Ulrich

Form Started By: Colleen Lasher

Reviewed By
Kurt Ulrich

Final Approval Date: 03/22/2012

Date
03/22/2012 01:01 PM
Started On: 03/21/2012 11:57 AM

Council Member introduced the following resolution and moved for its adoption:

RESOLUTION #

**CONSIDER A RESOLUTION TO AUTHORIZE A
RECRUITMENT FOR A MANAGEMENT ANALYST**

WHEREAS, the City recently accepted the resignation of two full-time employees; the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager; and

WHEREAS, the City Administrator, in consultation with members of the City Council, has determined that the two positions mentioned above will not be filled in the foreseeable future ; and

WHEREAS, the City currently employs a Planning/Management Intern, and through adjustments to that position, has options to help alleviate some of the duties left vacant by the resignations; and

WHEREAS, staff has requested authorization to eliminate the Planning/Management Intern and to begin a recruitment process for a full-time regular Management Analyst; and

WHEREAS, the Management Analyst position will free the City Administrator to perform more of the higher level duties left vacant by the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY
OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA,**

Confirms the recommendation of the Personnel Committee to do the following:

- Eliminate the Planning/Management Intern position
- Direct staff to begin a recruitment process for a full-time Management Analyst Position

The motion for the adoption of the foregoing resolution was duly seconded by Council Member, , and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 10th day of April 2012.

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Draft - Management Analyst

DEPARTMENT: Administrative Services

POSITION TITLE OF IMMEDIATE SUPERIOR: City Administrator

FLSA STATUS: Exempt

PRIMARY OBJECTIVE OF POSITION:

This position supports the operations of the Administrative Services and Community Development Departments. Under the general supervision of the City Administrator, this position is responsible for assisting city staff with various Administrative, Economic Development, or Planning Division work, as well as research/analysis and special projects related to city functions or events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with the administration of planning division activities.
- Assist with the administration of economic development activities.
- Assist with communication between existing and prospective property owners/developers regarding economic development opportunities.
- Assist in attracting new commercial, industrial and office projects.
- Coordinate with special projects that includes research, analysis, presentation, and recommendations.
- Create spreadsheets, presentations, graphs and written documents on behalf of the City Administrator.
- Assist with the City's Citizen Request Management (C.R.M.) System.
- Research and prepare award and grant applications, proposals and presentations.
- Participate in City Council meetings and work-sessions
- Participate in the development of operations policies, practices, procedures and recommendations.
- Maintain and foster an environment that helps facilitate excellent customer service.
- Serve as liaison with state, county, and local officials to exchange information and coordinate activities associated with this position.
- Perform other duties and assume responsibilities as apparent or assigned.

ESSENTIAL KNOWLEDGE SKILLS AND ABILITIES:

- Working knowledge of federal and state statutes, city codes, and other requirements affecting municipal government operations.
- Ability to interpret policy decisions and guidelines and to develop practical solutions and programs.
- Ability to resolve conflicts and negotiate solutions.

- Considerable ability to maintain confidential or proprietary information within the bounds of the law.
- Skill in analyzing facts, organizational procedures, and operational considerations.
- Ability to work independently, determine priorities, work collaboratively, and make appropriate decisions.
- Computer knowledge and the ability to work with various software programs. Knowledge and ability to operate typical office equipment.
- Knowledge of data privacy as it relates to City release of information.
- Ability to exhibit tact, courtesy, good judgment and communicate effectively both verbally and in writing and maintain effective working relationships with state and federal agencies, private businesses, elected officials, committee members, vendors, consultants, co-workers and the general public.
- Ability to work normal working hours: Monday – Friday, 8:00 a.m. – 4:30 p.m., as well as the ability to work extended hours and attend evening meetings.
- Ability to attend work punctually and regularly.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in public administration, political science, or related field.
- One (1) year related municipal experience.
- Must successfully complete a criminal background check.
- Ability to socially, physically and mentally perform the essential functions under working conditions as described herein.
- Ability to speak, read, write and comprehend the English language.

DESIRED QUALIFICATIONS:

- Academic and/or 2 years’ practical experience in local government.
- Master’s degree in public administration or related field.

REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS:

- Must possess and maintain a valid Minnesota Class D Driver’s License.

JOB ACTIVITY REQUIREMENTS

| | Very Important (Mandatory - you must do it to perform job) | Important (Usually required for the job but not mandatory) | Slightly Important (Sometimes needed to perform job) | Not Important (Do not need it to perform job) |
|---|---|---|--|---|
| Physical Activities: | | | | |
| 1. Standing | X | | | |
| 2. Sitting | X | | | |
| 3. Walking | X | | | |
| 4. Lifting | X | | | |
| 5. Pushing/Pulling | X | | | |
| 6. Carrying | X | | | |
| 7. Climbing | | | X | |
| 8. Kneeling (bending leg at knee and resting on knee) | | X | | |
| 9. Crawling (moving about on hands and knees) | | | X | |
| 10. Crouching (bending at knees) | X | | | |
| 11. Bending at waist | X | | | |
| 12. Reaching (extending hands and arms in any direction) | X | | | |
| 13. Handling objects (grasping, turning or otherwise using hands or hand) | X | | | |
| 14. Repetitive hand motion | | | X | |
| 15. Use of arm muscles over extended periods | | | X | |
| 16. Use of leg muscles over extended periods | | X | | |
| 17. Overhead work (over shoulder height) | | | X | |
| 18. Stationary desk or bench work with neck bent forward | | X | | |

Are the following weights lifted? If yes, describe.

- 0 - 10 pounds X
- 11 - 24 pounds X
- 25 - 34 pounds X
- 35 - 50 pounds X
- 51 - 74 pounds
- 75 - 100 pounds

What object(s) are lifted:

Manuals, books, files.

From what height to what height?

1 to 3 feet.

Are the following weights carried? If yes, describe.

0 - 10 pounds X
11 - 24 pounds X
25 - 34 pounds X
35 - 50 pounds X
51 - 74 pounds
75 - 100 pounds

How far are these weights carried?

1 foot to 100 feet.

Job requires:

| | | |
|---|------------------|-----------------|
| Working outdoors? | <u> X </u> Yes | <u> </u> No |
| Working indoors? | <u> X </u> Yes | <u> </u> No |
| Operating forklifts, dangerous machinery or vehicles? | <u> </u> Yes | <u> X </u> No |
| Supervising other employees? | <u> </u> Yes | <u> X </u> No |
| Working with chemicals? | <u> </u> Yes | <u> X </u> No |
| Working near fumes/vapors? | <u> X </u> Yes | <u> </u> No |

Created March 2012

These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change. The City of Ramsey reserves the right to change and/or eliminate any and all job duties if needed.)

Needs Analysis for Vacant and New Positions Management Analyst / Administrative Services

1. Is the position essential?

Essential positions are those that provide core public health and safety services; emergency and disaster assistance; and preservation of the essential elements of the City's financial activities.

In this case, due to the departure of the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager position, this position becomes not only an essential position, but a stop gap for the highest priority services as described on the attached draft job description, and a means to accomplishing the following lower priority general responsibilities:

- 1. Happy Days*
- 2. Ramsey Foundation*
- 3. Policy Research and Development*
- 4. Ordinance Amendments*
- 5. Project Coordination (coming from the Council and staff)*
- 6. Event Coordination*
- 7. Marketing Coordination*
- 8. Development of spreadsheets, powerpoints and flyers*
- 9. General Assistance to Planning Division*
- 10. General Assistance for Economic Development*

Any additional reduction in staff will have a direct impact on services and on the response/turnaround time.

1. Is the position critical?

Yes

Critical positions are positions that are, for example, one-position job classes or positions with duties that cannot be modified, reassigned or eliminated. Detailed responses to the following questions will be required in determining whether or not a position is "critical" to providing high-quality services to residents, business owners and/or employees:

- Explain how this position is key to achieving the strategic goals identified by the City Council.**

The Management Analyst, based on the City Administrator's recommendations, will likely be involved with a number of the following tasks which have been identified as strategic goals.

- Review ED efforts for business recruitment, expansion, retention-assess value of efforts
- Review city facilitation efforts to help businesses grow
- Facilitate review of costs of operating a business
- Continue to review Rate and Fee Schedule to consider reductions
- Sustainability of programs and services
- Increase effort to garner positive media/positive public relations efforts
- City-wide marketing plan
- Identify stakeholders in the image and success of Ramsey
- Explore business subsidy prgm. for development/investment (CMDC –new markets type prgm.)
- Comprehensive management review of services & cost of providing services to determine budget
- Consider options for contracting services/functions
- Explore opportunities for additional revenue by renting out equipment, contracting staff
- Continuous improvement to look for efficiencies, ways to reduce costs

Already Assigned 2011 Strategic Tasks:

- Review Development Costs/Fees/Rates (2011)
- Develop an inventory of City owned lands and create plan for disposition (2011)

• **Can the duties be re-engineered or automated?**

No

Please explain.

This position is largely communication driven, i.e. Working inter-departmentally, making phone calls, etc. Moreover, many of the project assignments associated with this position are to research, recommend, and then develop, more efficient means for work outputs, including re-engineering and automating duties.

• **Can the duties be reassigned temporarily or permanently?**

No

Please explain.

The City's staffing levels are at an all-time low, the current Management/Planning Intern position is slated for elimination and this Management Analyst position will be expected to assume many of those duties along with many of the duties left unassigned due to the departure of the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager position. Additionally, as the City Administrator assumes more of the higher level responsibilities of the Deputy City Administrator/Community Development Director and the Economic Development/Marketing Manager positions, his lower level responsibilities will fall to this position.

- **Can the position remain unfilled temporarily or permanently?**

No

Please explain. See above

- **Can the position be filled internally?**

Yes, the current Management/Planning Intern meets the qualifications for this position. Also, upon completion of the internal recruitment process there may be additional candidates that express an interest in the position and meet the qualifications.

- **What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled?**

Services will have to be cut or reduced, additional strain will be put on current employees causing burn-out and possible additional loss of talent (resignations), things will begin to fall through the cracks, and mistakes are likely to be made causing upset residents, business owners, employees, as well as possible financial loss.

- **Can the service provided be reduced, eliminated, or contracted out?**

Depending on the Council's direction, some services may be reduced, eliminated, or contracted out. However, there may be hidden costs associated with reducing or limiting services and the cost to contract out the services that this position is slated to do would be costly, ineffective, or simply not possible.

- **What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs)?**

Depending on the Council's direction regarding service levels, there are likely to be budgetary impacts if this position is not filled, including overtime and/or compensatory time off for current staff. It should be noted, due to the already low staffing levels, the accrual of compensatory time off becomes a burden to the City resulting in staffing shortages.

2. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)?

2012: Approximately \$19,299 (includes savings from the Management Analyst

2013: Approximately \$59,803