

**City of Ramsey**  
**Agenda**  
**Personnel Committee**  
**Tuesday June 12, 2012**  
**5:00 p.m.**  
**Fire Station No. 1, 15050 Armstrong Blvd NW**

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Committee Business**
  1. Consider a Resolution to Authorize Reallocation of Staff Time and Resources Due to Organizational Changes
  2. Consider a Resolution to Authorize a Recruitment for a Replacement Part-time Police Technician
- 5. Adjournment**

**Personnel Committee**

**4. 1.**

**Meeting Date:** 06/12/2012

**By:** Colleen Lasher, Administrative Services

**Title:**

Consider a Resolution to Authorize Reallocation of Staff Time and Resources Due to Organizational Changes

**Background:**

The City's Deputy City Clerk recently resigned her position and her last day with the City was June 1, 2012. Rather than requesting to fill this position, staff is recommending an alternative course of action to meet the public service needs left unattended by this resignation. A combination of three changes are recommended, as follows:

- 1) Contract for minute taking for all meetings currently covered by staff. This will free up staff's valuable time to focus on skilled tasks and to take care of data and records management within their respective areas (which would have been performed by the Deputy City Clerk).
- 2) Assign the Accounting Clerk to cover the reception desk during the noon hour and to assist in the Administration Department with scanning and other clerical tasks. Hence, this assignment maintains the accounting clerk's full-time status vs. a proposed reduction of 10 hours per week for that position in 2013 and allows the receptionist/office support person to focus on other work.
- 3) Increase the hours of the receptionist/office support person to full-time and reclassify her position as Administrative Clerk. The reclassification results in an .86 per hour increase and is equal to the salary range of the Accounting Clerk; yet is far below that of the Deputy City Clerk's salary. The current receptionist/office support person has served as the Deputy City Clerk" assistant and back-up and is fully trained in the areas needing attention due the the resignation of the the Deputy City Clerk. This person also works directly with the City Clerk in the production of the agenda and other tasks. Without a change to full-time, the front desk coverage in administration will be lacking and the City Clerk will be without a back-up in the agenda process.

**Recommendation:**

To authorize staff to implement the reallocation of staff time and resources to meet the public service needs left unattended to by the resignation of the Deputy City Clerk.

**Funding Source:**

There is no funding required for this action. The savings associated with this plan is \$17,756 per year.

**Council Action:**

Motion to approve resolution # 12-06-XXX confirming the recommendation of the Personnel Committee to authorize a reallocation of staff time and resources in response to the resignation of the Deputy City Clerk.

**Attachments**

Resolution

**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**  
06/07/2012 02:23 PM

Form Started By: Colleen Lasher

Started On: 06/04/2012 08:55 AM

Final Approval Date: 06/07/2012

Councilmember      introduced the following resolution and moved for its adoption:

**RESOLUTION #**

**Consider a Resolution to Authorize Reallocation of  
Staff Time and Resources Due to Organizational Changes**

**WHEREAS**, the Deputy City Clerk resigned her position; her last day with the City was June 1, 2012; and

**WHEREAS**, rather than requesting to fill this position, staff is recommending an alternative course of action to meet the public service needs left unattended to by this resignation; and

**WHEREAS**, contracting out the minute taking for all meetings currently covered by staff will free up staff's valuable time to focus on skilled work; and

**WHEREAS**, assigning the Accounting Clerk to cover the reception desk during the noon hour and to assist in the Administration Department with scanning and other clerical tasks maintains her full-time status vs. a potential 2013 budget cut; and

**WHEREAS**, increasing the hours of the receptionist/office support person to full-time and reclassifying this position to Administrative Clerk will allow for the necessary staff time to assist with the production of the agenda and other tasks; without a change to full-time the City Clerk will be without a back-up in the agenda process.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RAMSEY, ANOKA COUNTY, STATE OF MINNESOTA, as follows:**

- 1) Contract out minute taking for all city meetings.
- 2) Assign the Accounting Clerk to 12 hours per week in the Administration Department.
- 3) Increase the hours of the receptionist/office support person to full-time.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember      , 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 26<sup>th</sup> day of June 2012.

**Personnel Committee**

4. 2.

**Meeting Date:** 06/12/2012

**By:** Colleen Lasher, Administrative Services

**Title:**

Consider a Resolution to Authorize a Recruitment for a Replacement Part-time Police Technician

**Background:**

The City received a letter of resignation in March of this year from the former part-time Police Technician. Since then, the duties of the position have been completed by temporarily increasing the hours of the city's other part-time technician.

It was previously decided that a recruitment to fill this vacant position would be put on hold until the City completed its Early Voluntary Separation program and the budget impacts were identified.

The Police Chief, in cooperation with the City Administrator, anticipate the need to fill this position at 25 hours per week. Twenty-five hours per week should be adequate to cover the needed Police Department work, as well as the Fire Department tasks left unattended to by the anticipated elimination of the Fire Department Secretary position.

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 authorize staff to conduct a recruitment process for a replacement 25 hour per week part-time Police Technician.

**Funding Source:**

The funding to replace the vacated part-time Police Technician is included in the general fund budget and is estimated to be \$25,900 annually.

**Council Action:**

Motion to approve resolution # 12-06-XXX confirming the recommendation of the Personnel Committee to authorize a recruitment for a replacement part-time Police Technician.

**Attachments**

Evaluation Criteria

Resolution

**Form Review**

**Inbox**  
Kurt Ulrich

**Reviewed By**  
Kurt Ulrich

**Date**

06/07/2012 02:48 PM

Form Started By: Colleen Lasher

Started On: 06/05/2012 02:05 PM

Final Approval Date: 06/07/2012

## 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

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

**RESOLUTION #**

**CONSIDER RESOLUTION TO AUTHORIZE A RECRUITMENT FOR A REPLACEMENT PART-TIME POLICE TECHNICIAN**

**WHEREAS**, the previous part-time Police Technician resigned in March, 2012; and

**WHEREAS**, staff determined that replacement of this position would not be addressed until completion of the voluntary early separation program/2013 budget process; and

**WHEREAS**, in the meantime, the current part-time Police Technician increased her hours to accommodate workload needs; and

**WHEREAS**, the Police Chief in cooperation with the City Administrator have determined the position to be an essential position and key to the City's operations; and

**WHEREAS**, the replacement of the part-time Police Technician is needed at this time.

**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:

- Motion to approve resolution # 12-06-XXX to authorize a recruitment for a replacement part-time Police Technician.

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 26<sup>th</sup> day of June 2012.