

Evaluation Criteria for Vacant and New Positions

1. Is the position essential? Yes

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. *Public safety has been the number one priority of a City. It is the goal of the City to provide this service and this must be done by licensed police officers. Citizens expect officers to respond to their needs and Ramsey is currently staffed to provide this service.*
- Can the duties be re-engineered or automated? Please explain. *The position of a police officer must be done by someone who holds a State of Minnesota issued license. The majority of the duties an officer performs must be completed by a licensed officer, as per Minnesota State Statute.*
- Can the duties be reassigned temporarily or permanently? Please explain. *No. We are currently short two officers from patrol and will be short three next month. We are paying overtime to cover shifts to maintain minimums at this time.*
- Can the position remain unfilled temporarily or permanently? Please explain. *We will be short another officer to fill shifts. We currently have four officers assigned to four groups to cover 12 hour shifts and having another officer missing for an extended period of time will cost the City in overtime to cover the shifts when officers are on vacations, holidays, sick, or in training. As stated above we will be short three officers next month and will be forced to adjust minimums.*
- Can the position be filled internally? *Possibly. However, if an internal candidate (eligible to be licensed by the State of Minnesota) were hired for the position, that could leave a city vacancy, which may or may not need replacing. (i.e., a volunteer police reserve officer would not have to be*

replaced.) If a viable internal candidate is not found and external process will need to take place.

- *What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled? There would be days where there would not be a full complement of officers. This would cause delays in response times and definitely a decrease in general patrol duties, including traffic enforcement and investigation. Citizens would not see a squad driving by their house as often if there are fewer officers on the department patrolling the neighborhoods and businesses. The number of officers that we currently have meets our minimum officers needed to cover shifts.*
- *Can the service provided be reduced, eliminated, or contracted out? No. The City has its own police department and provides that service. Citizens will see an impact if there are fewer officers on duty. We would still operate as a department but would have one less officer on the schedule.*
- *What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs) There would definitely be more overtime paid out if the officer is not replaced. We are at a minimum amount of officers needed to effectively respond to calls for service as we are staffed today.*
- *What are the circumstances that warrant the creation of this new position? This is not a new position.*

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

The position is budgeted at step 1 and would be a total annual expense of approximately \$65,488.