

City of Ramsey
Agenda
Personnel Committee
Monday, August 13, 2012
5:30 pm
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 Hire a Police Technician
 2. Consider a Resolution to Authorize a Patrol Officer Recruitment
 3. Consider a Resolution to Re-authorize a Leave of Absence (This discussion will be closed to the public)
- 5. Adjournment**

Personnel Committee

4. 1.

Meeting Date: 08/13/2012

By: Colleen Lasher, Administrative Services

Information

Title:

Consider a Resolution to Hire a Police Technician

Background:

The City’s former part-time Police Technician resigned from her position in March, 2012. On June 12, 2012, staff was authorized to conduct a recruitment process to fill this vacancy.

A recruitment process was conducted and staff received approximately 80 applications. Six individuals were interviewed and staff is recommending that the top finalist be hired as the City’s new part-time Police Technician. As of this writing, the City is awaiting the results of the pre-employment drug and alcohol testing. It is anticipated that the results will be available prior to the Personnel Committee meeting. Once the City receives the passing test results the name of the candidate name will be provided.

Notification:

Observations:

Recommendation:

To authorize staff to hire the selected candidate as the city's new part-time Police Technician at step one of the wage scale, effective August 29, 2012.

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 # 12-08-XXX confirming the recommendation of the Personnel Committee to authorize the hire the the selected candidate thereby filling the previously vacated part-time Police Technician position.

Attachments

Resolution

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date

08/09/2012 09:49 AM

Form Started By: Colleen Lasher

Started On: 08/03/2012 05:05 PM

Final Approval Date: 08/09/2012

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

RESOLUTION #

**AUTHORIZATION TO HIRE A
PART-TIME POLICE TECHNICIAN**

WHEREAS, the City's former part-time Police Technician resigned from her position in March, 2012; and

WHEREAS, on June 12, 2012 the City Council authorized staff to begin the recruitment process to fill the vacant part-time Police Technician position;

WHEREAS, a recruitment process was conducted and 80 applications were received and six applicants were interviewed.

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:

Hire _____ as the City's new part-time Police Technician, effective August 29, 2012, at step one of the wage scale, which is \$17.57 per hour. All personnel polices will apply normally.

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 28th day of August 2012.

Personnel Committee

4. 2.

Meeting Date: 08/13/2012

By: Colleen Lasher, Administrative Services

Information

Title:

Consider a Resolution to Authorize a Patrol Officer Recruitment

Background:

As a result of a recent resignation, a retirement scheduled for mid-September (stemming from the voluntary early separation program), and an extended medical leave of absence, the Police Department's Patrol Officer staffing levels are down three patrol officers. The 2013 budget reduction process resulted in the elimination of one patrol officer position; however, the vacancy created through the recent resignation remains in the budget.

Staff has carefully reviewed the staffing needs related to this position and recommends filling one Patrol Officer position at this time. A detailed needs evaluation is attached, along with the Police Department organizational chart.

Notification:

Observations:

Recommendation:

Authorize a recruitment for one Patrol Officer position with an intended start date on or near November 1, 2012.

Funding Source:

The funding for this replacement Patrol Officer position is part of the 2012/2013 budget. The estimated annual funding required for a new officer in 2013 is between \$65,488 and \$72,292.

Council Action:

Motion to adopt resolution 12-08-XXX which confirms the recommendation of the Personnel Committee to authorize staff to begin a recruitment to fill one Patrol Officer position.

Attachments

PD Org. Chart

Eval Criteria

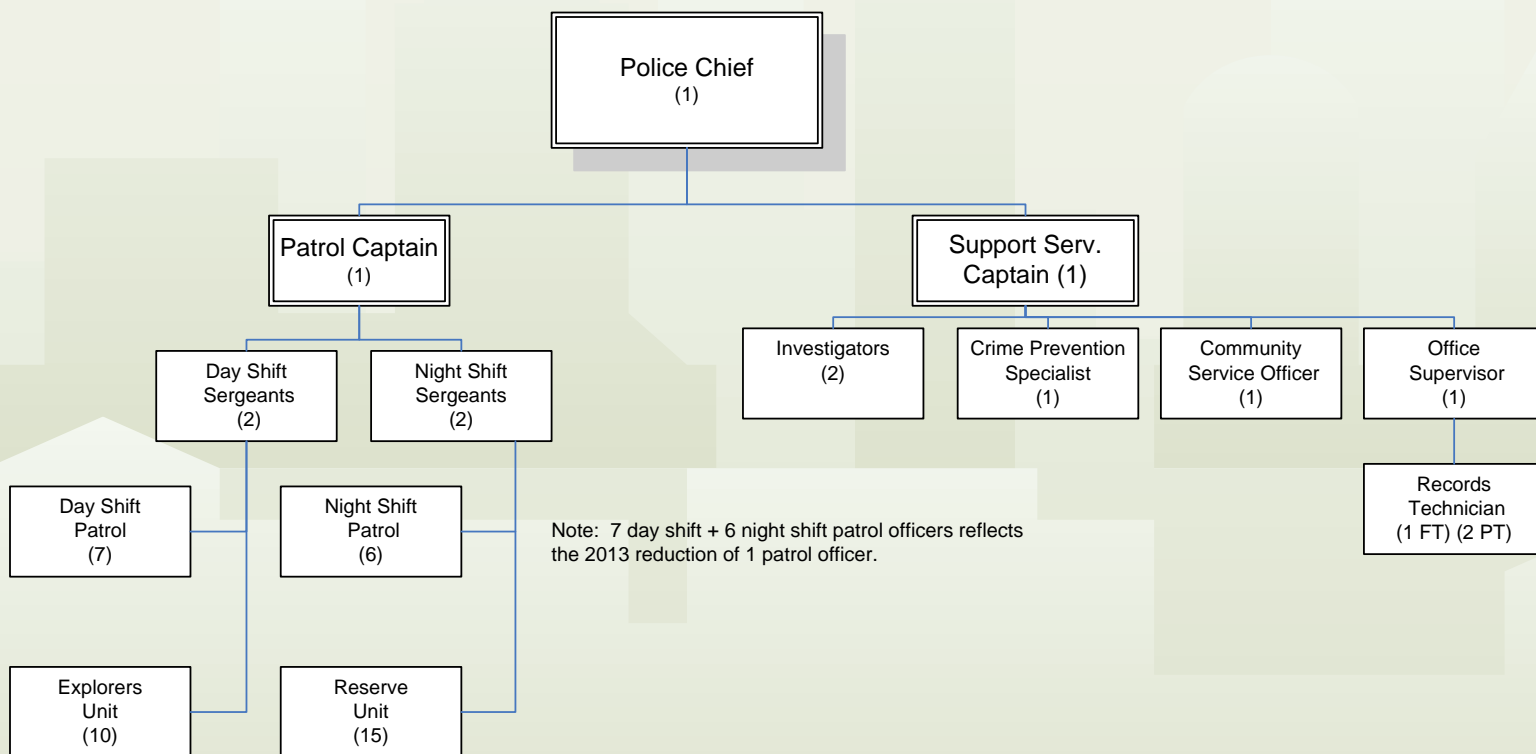
Resolution

Form Review

Inbox	Reviewed By	Date
Jim Way	Jo Thieling	08/08/2012 09:09 AM
Jo Thieling	Jo Thieling	08/08/2012 10:09 AM
Kurt Ulrich	Kurt Ulrich	08/09/2012 09:50 AM
Form Started By: Colleen Lasher		Started On: 08/04/2012 08:57 AM

Final Approval Date: 08/09/2012

CITY OF RAMSEY POLICE DEPARTMENT ORGANIZATIONAL CHART



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.

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #

Authorization to Recruit for a Replacement Patrol Officer

WHEREAS, the city recently accepted a Patrol Officer resignation, and

WHEREAS, the Police Department eliminated one Patrol Officer position as a result of the 2013 budget reduction process, and

WHEREAS, staff has carefully reviewed the staffing needs of the Police Department and recommends replacing one Patrol Officer.

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

That the City Council of the City of Ramsey confirms the recommendation of the Personnel Committee to authorize staff to begin the recruitment process to hire one replacement Patrol Officer.

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 28th day of August 2012.

Personnel Committee

4. 3.

Meeting Date: 08/13/2012

By: Colleen Lasher, Administrative Services

Information

Title:

Consider a Resolution to Re-authorize a Leave of Absence (This discussion will be closed to the public)

Background:

This meeting will be closed to the public as allowed by Minnesota Statute, section 13D.05, Subd. (a)(3)(4)

Staff received a letter dated August 4, 2012 requesting that the City Council, per section 7.7 of the Personnel Policy, consider granting the employee a leave of absence due to a serious medical condition.

Previously, the City Council authorized an initial 3-month leave of absence covering June, July, and August. It should be noted, as stated in the Personnel Policy, the City Council has the authority to authorize up to 12 months of leave in cases where the employee is disabled or where extraordinary circumstances exist.

At this time, staff is seeking direction related to an additional 3-month leave of absence covering September, October, and November.

7.7 Leave of Absence

The City Council may grant any regular employee a leave of absence without pay for a period not exceeding 90 calendar days except that it may extend such leaves to a maximum period of one year in case the employee is disabled or where extraordinary circumstances, in its judgment, warrant such extension. No vacation leave, sick leave, holiday leave or compensatory time off benefits shall be used or accrued during a leave of absence and the City will not contribute to insurance premiums. All accrued and unused paid leave will be paid to an employee prior to the employee commencing the leave of absence. In determining entitlement to seniority and seniority-based rights and benefits, the period of absence from employment due to a leave of absence constitutes a break in service. The City of Ramsey does not guarantee job restoration after a leave of absence.

Notification:

Observations:

Recommendation:

To approve an additional 3-month leave of absence to an employee due to a serious medical condition.

Funding Source:

There is no funding required; there have been no expenses related to this employee since June 1, 2012.

Council Action:

Motion to confirm the recommendation of the Personnel Committee to approve resolution 12-08-XXX authorizing an additional 3-month leave of absence to an employee due to a serious medical condition.

Attachments

Resolution

Form Review

Inbox
Jim Way
Kurt Ulrich

Reviewed By
Jim Way
Kurt Ulrich

Date
08/07/2012 05:25 PM
08/09/2012 09:52 AM
Started On: 08/04/2012 08:57 AM

Form Started By: Colleen Lasher

Final Approval Date: 08/09/2012

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #

A RESOLUTION TO RE-AUTHORIZE A LEAVE OF ABSENCE

WHEREAS, the City Council may grant any regular employee a leave of absence without pay for a period not exceeding 90 calendar days except that it may extend such leaves to a maximum period of one year in case the employee is disabled or where extraordinary circumstances, in its judgment, warrant such extension; and

WHEREAS; the City Council previously authorized a leave of absence covering June, July, and August 2012; and

WHEREAS; staff received a second written request from the employee asking to be considered for an additional leave of absence; and

WHEREAS, at this time, the City Administrator recommends a 3-month leave of absence; and

WHEREAS, there is no funding required.

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

Approve an additional 3-month leave of absence for an employee due to a serious medical condition.

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 the 28th day of August 2012.