

City of Ramsey
Agenda
Personnel Committee
Tuesday November 13, 2012
Immediately Following Canvassing Board
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 Patrol Officer
5. **Adjournment**

Personnel Committee

4. 1.

Meeting Date: 11/13/2012

By: Colleen Lasher, Administrative Services

Title:

Consider a Resolution to Hire a Patrol Officer

Background:

On August 28, 2012 staff received authorization to begin a Patrol Officer recruitment. The recruitment was needed due to a recent resignation, a retirement (stemming from the voluntary early separation program), and an officer's extended medical leave of absence; causing the Police Department's staffing levels to be down by three officers.

An internal and external recruitment was conducted which resulted in the receipt of 140 applications. Staff conducted first interviews with 15 candidates. Four candidates were interviewed a second time. In addition to the interview process, candidates were required to pass a report writing exercise and a physical agility test. The top 4 candidates were required to pass a "shoot / don't shoot" exercise.

As a result, staff recommends Ms. Shannon Schlender for the position of Patrol Officer with the city of Ramsey. Ms. Schlender has accepted the City's contingent offer and has passed all of the necessary pre-employment testing. With the City Council's authorization, Ms. Schlender will be hired on or near November 27, 2012. She will be subject to a 1-year probationary period and all other personnel policies will apply normally.

Notification:

Observations:

Recommendation:

To approve resolution 12-11-XXX which, upon City Council approval, authorizes staff to hire Ms. Shannon Schlender, effective on or near November 27, 2012, at \$21.87 per hour, which is step 1 of the 2012 wage scale.

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 approve resolution 12-11-XXX which confirms the recommendation of the Personnel Committee to authorize staff to hire Ms. Shannon Schlender, effective on or near November 27, 2012, at \$21.87 per hour, which is step 1 of the 2012 wage scale.

Attachments

Resolution

Form Review

Inbox
Kurt Ulrich

Reviewed By
Kurt Ulrich

Date

11/07/2012 05:20 PM

Form Started By: Colleen Lasher

Started On: 11/05/2012 08:45 AM

Final Approval Date: 11/07/2012

Councilmember introduced the following resolution and moved for its adoption:

RESOLUTION #

Consider a Resolution to Hire a Patrol Officer

WHEREAS, on August 28, 2012 staff received authorization to begin a Patrol Officer recruitment; and

WHEREAS, an internal and external recruitment was conducted; and

WHEREAS, fifteen candidates were interviewed and four were selected for second interviews; and

WHEREAS, Ms. Shannon Schlender was selected and has successfully passed the required background checks, reference checks, psychological exam and the physical exam and drug screen; and

WHEREAS, staff recommends hiring Ms. Shannon Schlender, effective on or near November 27, 2012, at \$21.87 per hour, which is step 1 of the 2012 wage scale.

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

Motion to adopt resolution 12-11-XXX which confirms the recommendation of the Personnel Committee to hire Ms. Shannon Schlender, effective on or near November 27, 2012, at \$21.87 per hour, which is step 1 of the 2012 wage scale.

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 13th day of November 2012