

## Evaluation Criteria for Vacant and New Positions

### Lead Police Record Technician – New Position

by Jeff Katers, Chief of Police

#### 1. Is the position essential?

This position is essential to maintain our staffing level and to provide direction to clerical staff. A Lead Records Technician will assist the Office Supervisor in day to day work assignments, balancing workloads between staff members. This position will increase the clerical staffing levels by four (4) hours per day, ensuring that there is leadership throughout the workday for staff.

#### 2. Is the position critical?

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

As part of the city's Strategic Plan, this key position would effectively ensure sustainable staffing at a supervisory level for the clerical unit in the next three to five years.

- **Can the duties be re-engineered or automated? Please explain.**

The clerical staff needs direction on a daily basis. The Office Supervisor is required to perform more complex duties that cannot be delegated or redirected. This reduces the opportunity to assist with work assignments and balancing the workload for the clerical staff.

- **Can the duties be reassigned temporarily or permanently? Please explain.**

In the very short term, the duties of this position have been temporarily reassigned to the Police Department Office Supervisor along with a Police Captain providing some customer service at the counter and over the phone. The duties cannot be permanently reassigned. Additionally, the amount of software training required to fill this position is not conducive of temporary employees filling the vacancy.

- **Can the position remain unfilled temporarily or permanently? Please explain.**

The position cannot remain unfilled, as there are state and federal reporting requirements that the police department is obligated to provide. Without adequate staffing the city could be subject to sanctions by the FBI.

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

Unlikely, the required certifications for this position can only come from someone currently working in a law enforcement agency; staff is not aware of current employees working for another agency (firefighters, reserve officers, active seasonals, etc.). Also, this position's minimum qualifications include three (3) years experience in a police records environment, including one (1) year supervising or leading staff. However, an internal recruitment will be conducted for five days.

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

Police reports are made available for insurance purposes when there is a car accident or another type of loss. Without adequate staffing, there would be delays in providing this information to our residents.

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

This service cannot be reduced, eliminated or contracted out.

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

We would have to provide overtime hours to the full-time records clerk and medical benefits to the part-time records clerk.

- **What are the circumstances that warrant the creation of this new position?**

This position is essential to maintain our staffing level and to provide direction to clerical staff. A Lead Records Technician will assist the Office Supervisor in day to day work assignments, balancing workloads between staff members. This key position will ensure that there is leadership throughout the workday and this position would be part of the police department's succession plan.

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

- The 2015 wages and benefit costs for this position are 30,506.00; however, including the cost of hiring a Fire Technician, there is a savings of \$17,116.00 over what was originally budgeted for 2015 due to staffing changes.
- The 2016 preliminary budget amount is \$67,183
- No additional equipment necessary