



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Police

To: City Council

From: City Manager & Staff

Council Meeting Date: April 3, 2017

Re: Amendments to FY17 Classification and Pay Plan, FY17 Police Budget and Chapter 19-4 City Code

## Executive Summary

Due to an internal reorganization, the Columbia Police Department is requesting the reassignment of 8 current FTE positions and title changes to 5 current FTE positions.

## Discussion

On October 1, 2016 the Police Department took over the responsibilities associated with the MULES (Missouri Unified Law Enforcement System) terminal from Boone County Joint Communications. BCJC notified CPD earlier in 2016 that they would no longer be providing this service, however the terminal must be monitored 24/7, per Missouri State Highway Patrol regulations. In order to facilitate this change the Police Department is recommending reassigning the current Administrative Support Assistants (B5) to Information Specialists (B6), as well as changing the title of Records Specialists (B6) to Information Specialists (B6). Information Specialists will continue to staff the Records Unit (renamed the Information Center), as well as monitor the MULES terminal and perform the duties associated with it. Within the next few months the Records Unit (Information Center) will be physically moved to the ground floor of the PD and will be accessible to the public via the main entrance at 6<sup>th</sup> Street and Walnut Streets. The Records Unit (Information Center) and the Front Desk will then be accessible from the same lobby, which will provide a centralized location for customers to obtain records and/or speak with a police officer. These changes would result in the title change of Records Unit Supervisor (D4) to Information Center Supervisor (D4).

Staff is also recommending reassigning personnel in the Station Master (F1) position to the Community Service Aide (F2) position. This change will ensure all personnel are cross-trained to perform both the front desk duties (duties previously performed by Station Masters and Community Service Aides, when needed) and the current duties of the Community Service Aides, resulting in a larger group of employees who are capable of fulfilling those roles. Ultimately the Front Desk window in the main lobby will be staffed by a Community Service Aide and/or an Information Specialist depending on the time of day. We are also recommending reassigning one Station Master (F1) position to the Equipment Technician (B5) position. This position would maintain, organize, issue, and inventory the growing number of electronic items used by officers in their daily duties. This position would report to what is currently known as the Vehicle Service Coordinator (D4). Based on the information received from CBIZ, we are also recommending reassigning the Vehicle Services Coordinator (D4) position to Equipment Supervisor (D5).



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Finally, in an effort to group the majority of civilian positions underneath a civilian manager we are recommending reassigning the Senior Administrative Supervisor (D6) position to the Administrative Services Manager-Unclassified (E4) position. This position would effectively oversee and produce the department's budget, as well as supervise civilian employees whose positions primarily deal with purchasing, reconciling, payroll, equipment, and travel/training. Promotions, retirements, and transfers result in sworn personnel moving within the department more frequently. This results in unnecessary inefficiencies and fragmented processes within the civilian job functions. Because this position will supervise a Division within the Police Department (Administrative Services) and report to a Deputy Chief of Police it is essentially the civilian equivalent of a Police Lieutenant, and should therefore be an unclassified position. This position will supervise the Equipment Supervisor, Information Center Supervisor, (2) Administrative Technicians, and (2) Senior Administrative Support Assistants. The reassignment from Senior Administrative Supervisor to the Administrative Services Manager – Unclassified will require a city code amendment to chapter 19-4 to add the Administrative Services Manager position to the unclassified service.

In summary, requested reassignments and title changes are as follows:

## Reassignments

- 2.0 FTE Station Master (F1, 3009) in Police Department – Operations Division to 2.0 FTE Community Service Aide (F2, 3011) in Police Department – Operations Division
- 1.0 FTE Station Master (F1, 3009) in Police Department – Operations Division to 1.0 FTE Equipment Technician (B5, 2114) in Police Department – Administrative Support Division
- 1.0 FTE Vehicle Service Coordinator (D4, 2112) in Police Department – Fleet & Building Services Division to 1.0 FTE Equipment Supervisor (D5, 2112) in Police Department – Fleet & Building Services Division
- 1.0 FTE Senior Administrative Supervisor (D6, 1008) in Police Department – Administration Division to 1.0 FTE Administrative Services Manager-Unclassified (E4, 1020) in Police Department – Administration Division
- 3.0 FTE Administrative Support Assistant (B5, 1005) in Police Department – Administrative Support Division to 3.0 FTE Information Specialists (B6, 1010) in Police Department – Administrative Support Division

## Title changes within the Police Department – Administrative Support Division

- 1009 Records Unit Supervisor to Information Center Supervisor
- 1010 Records Specialist to Information Specialist



## Fiscal Impact

Short-Term Impact: No financial impact anticipated. FY17 Cost for reassignments is \$8,475, which will be covered by current vacancies. FY18 Cost for reassignments will be \$16,976. This cost will be covered by the \$20,338 savings from the retirement of 2 long-term employees (at the top of their pay range) and the new hires for those positions (at the bottom of their pay range).

Long-Term Impact: No anticipated costs for years beyond two as the positions will remain for future year budgets.

## Vision & Strategic Plan Impact

### Vision Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

### Strategic Plan Impacts:

Primary Impact: Operational Excellence, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

### Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

## Legislative History

Date	Action
N/A	N/A

## Suggested Council Action

Shall council agree, staff recommends passage of the legislation to reassign 8 current FTE positions and change the titles of 5 current FTE positions resulting in amendments to the FY17 Pay and Classification Plan, FY17 Police Budget and Chapter 19-4 city code.