



Department Source: Human Resources

To: City Council

From: City Manager & Staff

Council Meeting Date: December 18, 2023

Re: Amending the FY 2024 classification and pay plan and the FY 2024 Annual Budget Appendix – Authorized Full Time Equivalent (FTE) position identification summary. Also, amending Section 19-4 definitions to reflect a new classification title and add a classification.

## Executive Summary

An ordinance amending the classification and pay plan and the Annual Budget Appendix - Authorized Full Time Equivalent (FTE) position identification summary to add classifications, close classifications, reassign classifications, change titles, and add additional FTE in the Police and Finance Departments. Also, an ordinance to amend Section 19-4 – definitions.

## Discussion

The Finance Department is requesting to change one Accounting Assistant to a Payroll Technician. Finance has found that the skills required to process payroll in a timely, efficient, and effective manner requires a unique skill set that is broader, and the Accounting Assistant does not sufficiently cover. Creating this position would enable finance to more easily find and identify qualified candidates when the need arises.

The Finance Department is also requesting to create a Budget Analyst I classification. This classification was eliminated when the Financial Analyst position was created. Finance is wanting to bring it back as an entry level budget position for qualified candidates who have a good foundation in budgeting, but lack the skills and experience that is required for a Budget Analyst II.

The Columbia Police Department (CPD) is requesting a reorganization in order to create a Professional Standards Bureau (PSB) and support other upcoming projects. This Bureau would consist of Internal Affairs, Training & Recruiting, Policy & Research (which includes Accreditation) and Communications. The overall goal of these changes is to increase collaboration between divisions that need to work more closely together; support the revision and implementation of the CPD Internal Affairs process; rapidly create and execute a customized recruitment and retention plan; provide a command-level liaison to the Citizens Police Review Board (CPRB) (an Assistant Chief); and create more frequent, meaningful and timely interactions with the community. An additional Police Lieutenant is requested to assist with supporting and executing the important mission of this Bureau.

This request also includes the creation of a Policy and Research Specialist that would be responsible for the initial accreditation process, as well as ensuring the Department is prepared for re-accreditation and researching best practices and advancements in policing and making recommendations to Command Staff. The creation of this position would reallocate an officer back to sworn duties.



In collaboration with other county-wide public safety partners, CPD will also be upgrading the Records Management System (RMS) system in the coming months. In preparation for that project the Department is requesting the creation of a Police Records Management System Administrator. Working with an assigned Project Manager, this position will be an integral part of the RMS project and would oversee the RMS system post-implementation. The creation of this position would reallocate an officer back to sworn duties.

The reestablishment of the Deputy Chief position that was eliminated in 2019 will support the Chief of Police by creating a more manageable distribution of high-level administrative duties and provides a readily accessible second-in-command when the Chief of Police is unavailable.

The proposed changes for the Finance and Police departments include the following:

#### **Section 19-4 Definitions.**

Amend Unclassified service to reflect a title change from Assistant to the Police Chief to Administrative Services Manager and to add the Deputy Police Chief.

#### **Amend the classification and pay plan as follows:**

##### Classifications Added:

2997 Administrative Services Manager  
6601 Budget Analyst I  
3006 Deputy Police Chief  
1206 Payroll Technician  
2994 Police Policy and Research Specialist  
2993 Police Records Management System Administrator

##### Classifications Closed:

1022 Assistant to the Police Chief  
2996 Patrol Administrative Supervisor

##### Reassignments:

1203 1.0 Accounting Assistant in Finance to  
1206 Payroll Technician

1022 1.0 Assistant to the Police Chief in Police  
2997 Administrative Services Manager

2998 1.0 Communications and Outreach Supervisor in Police to  
4801 Public Information Specialist

2996 1.0 Patrol Administrative Supervisor in Police  
1004 Administrative Technician II



Title Change:

6603 Senior Budget Analyst in Finance to Budget Analyst II

In addition to the above classification changes, the Annual Budget Appendix Full Time Equivalent (FTE) position identification summary will also be amended to reflect the following:

Add 1.0 FTE Police Records Management System Administrator

Add 1.0 FTE Police Policy and Research Specialist

Add 1.0 FTE Deputy Police Chief

Add 1.0 FTE Police Lieutenant – CPLA

Eliminate 1.0 FTE – Police Officer – CPOA

Eliminate 1.0 FTE – Public Information Specialist

### Fiscal Impact

Short-Term Impact: The proposed changes can be implemented without an increase to the FY 2024 budget.

Long-Term Impact: Estimated annual cost of \$265,000

### Strategic & Comprehensive Plan Impact

[Strategic Plan Impacts:](#)

Primary Impact: Organizational Excellence, Secondary Impact: Secondary, Tertiary Impact: Tertiary

[Comprehensive Plan Impacts:](#)

Primary Impact: Primary, Secondary Impact: Secondary, Tertiary Impact: Tertiary

### Legislative History

Date	Action
12/18/2023	Initial request.

### Suggested Council Action

Approve requested amendments.