



# CITY OF CONCORD

*New Hampshire's Main Street™*  
**Human Resources Department**

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Jennifer Johnston, Director of Human Resources and Labor Relations

**DATE:** October 3, 2024

**SUBJECT:** Changing the Fiscal Supervisor Position at the Police Department to an Office Manager Position

### **Recommendation**

It is requested and recommended that the City Council accept this report and permit the Police Department to modify the Fiscal Supervisor position to an Office Manager in order include City Wide Property and Liability management.

### **Background**

The property and liability claims management for the City of Concord had historically been completed by an administrative support person in General Services. The employee who filled that role at General Services took a promotion to a role at the Police Department.

### **Discussion**

This position change includes moving the responsibilities of City Wide property and liability claims management to the Office Manager role at the Police Department. The current Fiscal Supervisor has been handling this process although it was not part of the job duties for that class specification. The change has been requested to codify these responsibilities within the Office Manager position at the Police Department as those duties transferred over from General Services when the employee transfer occurred.

Given the current employment climate, it is imperative to retain employees who are proficient. It also benefits the City to have these claims managed by one person who can provide continuity and expedite communication between the City and our insurance provider Primex. The position of Office Manager is already included in the Ordinance. The total increase in cost for this fiscal year is anticipated to be approximately \$3500 and can be absorbed by the Police budget through attrition.

Respectfully Submitted,  
Jennifer Johnston

cc: Thomas J. Aspell Jr., City Manager