



# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Deputy Chief Gregory S. Taylor, Police Department

**DATE:** June 21, 2019

**SUBJECT:** Adding of an Admin Tech I position in Police Records and reduction of an Admin Tech II position in Police Records.

**Recommendation** - It is requested and recommended that the City Council allow the Police Department to add a permanent part-time Admin Tech I position in the Records Division while simultaneously eliminating a permanent part-time Admin Tech II position in the Records Division.

**Background** – The Police Department currently utilizes an Admin Tech II position to perform records related duties primarily during non-business hours and weekends, and also to occasionally cover vacations taken by full-time staff. The Department has conducted an assessment of the duties of the Admin Tech II position and based upon this review recommends the change in position as noted.

**Discussion** – Following review of Department needs and current Admin Tech II responsibilities and duties, the Department recommends that one permanent part-time Admin Tech II position be removed and replaced by one permanent part-time Admin Tech I position. The duties of this permanent part-time Admin Tech I position have been modified and reduced to better meet the needs of the Department. A permanent part-time Admin Tech I in Police Records is currently assigned as a labor grade 9 on the UAW compensation plan. The pay range for a permanent part-time Admin Tech I in Police Records is \$15.72 - \$22.75 per hour. The eliminated position of Admin Tech II in Police Records is currently assigned as a labor grade 10 on the UAW compensation plan. This staffing change within the Department will require no additional funding and will not result in any change to the number of FTE's assigned to Department.