



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

May 16, 2016

Fire and Police Commission
City Hall, Room 706A

Attention: MaryNell Regan, Executive Director

Dear Commissioners:

Enclosed is a report concerning the classification of a newly created position and the reclassification of the current position of Crime and Intelligence Specialist for the Police Department for distribution to each Commissioner, the Executive Director, and for other distribution as necessary.

Sincerely,

Maria Monteagudo
Director of Employee Relations

MM:fcw

Enclosure: Job Evaluation Report

C: Chief of Police Edward Flynn, Chief of Staff Joel Plant, Assistant Chief William Jessup, Assistant Chief Carianne Yerkes, Pamela Roberts, Katrina Whittlely, Bryan Rynders, and Dan Rotar



JOB EVALUATION REPORT

Fire and Police Commission Meeting: May 19, 2016

POLICE DEPARTMENT

Current	Request	Recommendation
Crime and Intelligence Specialist PR 1FX (\$62,338 – \$87,270) Two positions - one new, one vacant	Study of Job	Crime and Intelligence Manager PR 1FX (\$62,338 – \$87,270) Two positions
This position, which reports to a Captain of Police, directly supervises, coaches, and leads Crime Analysts in their work. Supervisory duties include making hiring recommendations, training employees, assigning work, monitoring work in progress, coaching employees, setting job performance standards in concert with the Police Captain, and recommending discipline as needed.		

Action Required – Effective Pay Period 12, 2016 (May 22, 2016)

In the Salary Ordinance, under Pay Range 1FX, delete the title “Crime and Intelligence Specialist” and add the title “Crime and Intelligence Manager”.

In the Positions Ordinance, under Police Department, Administration Services Decision Unit, Intelligence Fusion Center, delete one position of “Crime and Intelligence Specialist” and add two positions of “Crime and Intelligence Manager”.

Background

The Chief of Police has requested that the position of Crime and Intelligence Specialist assigned to the Office of Management Analysis and Planning be studied for proper job title and pay level. There is currently one established position of Crime and Intelligence Specialist in the Police Department reporting to a Captain of Police. The Police Department has made the request that a second position be created at the May 18, 2016 Finance and Personnel Committee. In studying this request, the job description and most recent job announcement sheet were reviewed.

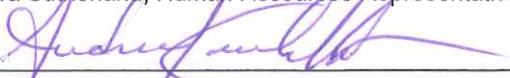
Analysis and Recommendation

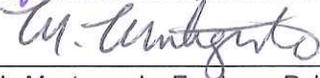
The purpose of this job is as follows: to supervise Crime Analysts, lead crime analysis and intelligence projects, establish quality standards for reports and work products, and personally perform the most complex or sensitive crime analysis studies. Supervisory duties include training employees, assigning work, monitoring work in progress, assessing job performance, coaching employees, and recommending discipline when necessary. The job announcement of May, 2008 provides the following minimum requirements for the job: a master’s degree in criminal justice, information management systems or closely related field; five years of criminal intelligence analytical work experience; and work experience with relational database development, management, and data mining.

The pay level for this job is currently \$62,338 to \$87,270 annually; the pay level for Crime Analyst is \$54,251 to \$65,894 annually. A review of salary data from job postings and online databases indicates that the pay level for the job is adequate at the present time. A change for the job’s title, however, is in order because of the position’s supervisory duties and responsibilities.

It is therefore recommended that the job of Crime and Intelligence Analyst be reclassified to Crime and Intelligence Manager in within Pay Range 1FX.

Prepared by: 
Laura Sutherland, Human Resources Representative

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Monteagudo, Employee Relations Director