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Title: APPROVING RECLASSIFICATION OF COMMUNITY SERVICE AIDE I POSITION TO EVIDENCE TECHNICIAN.

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Attachments: 1. RESOLUTION, 2. BACKGROUND

Date	Ver.	Action By	Action	Result
4/3/2019	1	Regular City Commission Meeting		

TO: Mayor and City Commission

FROM: Samuel A. May, City Manager

DATE: April 3, 2019

APPROVING RECLASSIFICATION OF COMMUNITY SERVICE AIDE I POSITION TO EVIDENCE TECHNICIAN.

BACKGROUND:

The Evidence Unit is currently staffed by one Community Service Aide (CSA) who is assigned the responsibility of Evidence Technician. The Evidence Technician position was previously adopted in the FY 2016 Budget; however, it was never filled.

Currently, there are six CSA I positions and four CSA II positions. The CSA informally acting as the Evidence Technician is classified as a CSA I. The pay grade for both CSA I and Evidence Technician is Pay Grade 11.

The Evidence Technician is a highly specialized position requiring constant training, and should this change be adopted, it would allow for succession planning in the event the Acting Evidence Technician leaves. The formalized title will open the position to a pool of qualified applicants, both internally and externally, if required.

I am respectfully recommending reclassifying one of the six CSA I positions to an Evidence Technician. This recommendation will not adversely affect current CSA staffing in various components within the department.

This proposed change will not have an impact on the current or future budget since the position/Pay Grade is already funded.

RECOMMENDATION: Approval

FISCAL IMPACT: N/A

CONTACT PERSON: Jonathan Shaw, Chief of Police