

POLICE DEPARTMENT MEMORANDUM

TO: Mayor/Safety Director Robert M. Weger

FROM: Chief Christopher J. Collins

DATE: December 31, 2012

RE: **Position & Benefit Change – Debbie Semik**

1. Sir, I'd respectfully request your consideration in approving a position and pay adjustment for Debbie Semik because of the many changes to her primary job duties.
2. Her position has changed from that of a secretary to that of Police Executive Assistant/Dispatch Supervisor as designated in her new job description I wrote. These changes are driven by the changing role of the department's administrative and technological needs. These additional administrative and technology responsibilities include, but are not limited to – Dispatch Supervisor handling the scheduling and management of all full and part-time dispatchers; account manager for our computer-aided dispatch and records management software systems; and IT Systems Manager for all in-house computers and software programs, phones, copiers, etc.
3. Debbie willingly took on these expanded duties upon the retirement of Sgt. Planisek in June 2012, with no additional compensation and my plan is to continue her in this role with the appropriate compensation. She's done an outstanding job because of her abilities to manage and accomplish these tasks in a professional manner and her skill in working with our IT System contractors. These tasks are critical to the success of the department's overall operations and are in addition to her role as my administrative assistant.
4. I would like to request the following based on our meeting and discussion concerning this requested job change, that:
 - a. her new position description of Police Executive Assistant/Dispatch Supervisor be approved and implemented
 - b. her new position be changed from an hourly employee to a salaried employee which would eliminate overtime liability
 - c. her salary be set at \$53,700 with a salary range of \$36,000 - \$55,000. Her current base rate is \$49,608.

Sir, please contact me if you have any questions or would like additional information concerning this matter. Thank you.

cc: File

Illustrative Job Duties: (continued)

Shall serve as the account manager for the computer-aided dispatch and records management system ensuring the smooth operation of all systems to include training modules and system upgrades.

Shall serve as the department's IT Systems Manager overseeing the operation of all in-house computers, phones, copiers and other equipment.

Shall maintain a strong working relationship with all department vendors and contractors especially those assigned to IT Systems.

Shall meet regularly with the Chief of Police and his staff officers to review departmental office procedures and activities and shall make recommendations for additional equipment and supplies. Knowledge of and ability to establish general office practices which include typing, filing, phone communications, travel arrangements, reception duties, etc.

Shall ensure consistent workflow, shall prepare comprehensive reports for the Chief of Police as required, research information from prior records and files, assist in the preparation of the annual report, monitors the police department budget and maintains accounts payable.

Shall be involved with the initiation and development of new programs and procedures.

Strong knowledge pertaining to the rules of grammar, punctuation, spelling and other language skills. Ability to communicate clearly and concisely orally and in writing.

Shall attend all staff meetings not limited to typing agendas and minutes of all meetings. Monitors assignments for personnel within the police division and ensures all required licenses and certifications are kept up to date.

Knowledge relating to the operation and maintenance of various types of office equipment such as computers, printers, typewriters, calculators, copy and facsimile machines, telephone recorders, Dictaphone and audio/video recorders.

Knowledge of and the ability to acquire skills relating to general office computer use, data entry and retrieval, word processing, spread sheets, data bases, and IT Support and Administration for the department's CAD/RMS System.

Shall provide direct support and troubleshooting for the department's computer system network to include the CAD/RMS System and other operating systems and programs.

Knowledge of and the ability to write and produce timely administrative and operational reports using the CAD/RMS System and other computer programs.

Illustrative Job Duties: (continued)

Knowledge of general bookkeeping skills encompassing cash in/cash out and accounts receivable/payable procedures and ledgers. Knowledge of general budgeting, accounting, and auditing procedures as directed by law and the State of Ohio Auditor's Office. Maintaining vendor accounts for the purpose of obtaining quotes, purchasing or lease agreements, repairs, and procuring supplies required to support department activities.

Knowledge of general personnel procedures and state federal laws pertaining to the establishment and maintenance of personnel files. Responsible for all personnel procedures which include processing new and terminated employees, maintenance of appropriate records and files, training certificates, payroll sheets, vacation, holiday and time-off requests. Will be responsible for preparing payroll.

Ability to maintain complete confidentiality when handling restricted information and documents.

Performs other duties as assigned.

Essential Job Knowledge, Skills and Abilities:

The functions specified below are the fundamental job duties which an employee must be able to perform based on the purpose of the position, the availability of others to perform the function, and/or the serious nature of the consequences of not requiring the incumbent to perform the function.

Knowledge of:

Office practices and procedures

Computer systems and software programs to include networking and system maintenance

State of Ohio Auditor's Office general budgeting, accounting, auditing procedures

Computer-aided dispatch and records management software programs and other required computer systems*

Department policies and procedures*

Department rules and regulations*

Federal, state and local laws and ordinances*

City streets, businesses and public areas*

Ohio Law Enforcement Automated Data System (LEADS)*

National Crime Information Center (NCIC)*

CCH – Bureau of Criminal Identification and Investigation (BCI&I)*

Records Detention and Dissemination

Ability to supervise others

Able to organize and plan work for department office personnel

Police radio communications*

Skills and Abilities to:

Meet and maintain performance standards established for the position

Demonstrate mature judgment and reasoning at all times

Present a positive and professional image to the public

Communicate effectively in written and oral form

Prioritize workloads while coordinating multiple demands

Support and troubleshoot department computer networks and software programs

Produce computer reports as directed from various software programs to include CAD/RMS
Maintain a positive work environment for all employees
Develop and maintain effective working relationships with the public, officials, co-workers and supervisors
Deal effectively and courteously with others
Maintain consistent, regular, punctual and predictable attendance
Maintain confidentiality

Physical Requirements:

The majority of work is done while sitting with intermittent periods of standing and walking
Requirements include the ability to:
Sit, walk, or stand for extended or intermittent periods of time
Listen, comprehend, and respond to discussions involving either one-on-one or group settings
Remain alert and watchful during assigned duty hours
Communicate information both orally and in writing
Operate job related equipment to wit: radios, computers, typewriters while performing multiple tasks
Possess sufficient manual dexterity to operate job-related equipment.

Qualifications: Special Requirements

Must not have been convicted in a court of law of lesser misdemeanors including assault, attempted assault, stalking, menacing, and all other offenses which have as an element "the use or attempted use of any physical force or threatened use of a deadly weapon towards those persons that are generally covered by those statutes as related to family members."
Must not have been convicted in a court of law of any felony for any offense of violence.
Must not have any undetected criminality for which criminal liability may invoke.
Must be 21 years of age prior to appointment date
Type at least 60 wpm with a minimum number of errors.
Have normal hearing
Have an Ohio driver's license with a good driving record. A "good driving record" is defined as having no more than two (2) two-point moving violations, or their equivalent, within a three (3) year period. Conviction of one or more six-point moving violations, or their equivalent, in a five (5) year period shall be grounds for disqualification from eligibility or dismissal.
Successful completion of a one-year probationary period.

The City of Willoughby Hills does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment. Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours notice to the Civil Service Commission in order to have the request fulfilled.