



**HUMAN RESOURCES  
DEPARTMENT  
City of Burlington**

---

179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: call 7-1-1 or 800-253-0191

**To: Board of Finance**

**From: Susan Leonard, Human Resources Director  
Benjamin Pacy, Human Resources Generalist**

**Date: July 30, 2013**

**Re: Position Status – Reclassification and Title Change of the position Assistant to the Officer in Charge – Burlington Police Department from Limited Service Full Time to Regular Full Time.**

---

The Chief of Police has requested a review of the classification for the position of Assistant to the Officer in Charge as well as a change in title for the position.

We are recommending approval for reclassification from a non-union non-exempt grade 11 to a non-union non-exempt grade 15 in the Willis Classification System. This position has been in a Limited Service status for over 1 year. The position was created in March of 2012 and the only employee in this position has held the position since June of 2012.

The recommendation for approval is based upon the memo from Chief Schirling, included in this packet. His memo details the rationale and the funding mechanisms for the requested actions. We concur with the rationale. There is no change to the organizational structure of the department with the reclassification.

The hourly range for the recommended non-union grade 15 in the Willis Classification System is \$20.09/hour to \$23.92/hour. The incumbent currently earns \$16.04/hour. Section 5.4 (c) of the Personnel Policy Manual states, "If an employee is promoted or is in a position that has been reclassified to a higher grade, the employee will enter that higher grade at the lowest step which ensures at least a five (5) percent increase of his or her current rate." Thus, the incumbent would be placed at step one (1) of the grade 15 range or \$20.09. This represents an increase of \$4.05/hour or \$8,424 per year. For Fiscal Year 2014 the change in appropriation would be approximately \$7,000.

The Chief of Police has requested the title of Executive Assistant to the Officer in

Charge.

The reclassification, and title change require City Council approval and will be effective the date of City Council approval of resolution and signature of Mayor on resolution.

Thank you for your consideration.



## BURLINGTON POLICE DEPARTMENT

1 North Avenue  
Burlington, Vermont 05401

Michael E. Schirling  
Chief of Police

Phone (802) 658-2704  
Fax (802) 865-7579  
TTY/TDD (802) 658-2700

To: Board of Finance  
From: Michael E. Schirling, Chief of Police  
Date: July 30, 2013  
Re: Position Changes - Executive Assistant to the Officer in Charge

In March of 2012 a full time limited service position tentatively titled Assistant to the Officer in Charge (AOIC) was created. This position represent one of only two administrative support positions for the Department, whose overall staffing has been reduced over the last 15 years from 158 FTEs to 137.

In the 16 months the AOIC's job has evolved to support numerous supervisors in the Operations Division and provide assistance and backup to the Executive Assistant to the Chief of Police. The latter has occurred in an effort to institutionalize the process by which tasks are accomplished rather than the people who carry out those tasks. As the position has evolved, significantly more responsibility has been added. Please refer to the original job description and the updated version for a full comparison.

We believe that the addition of this position has provided essential support for a host of supervisors in the agency as well as support and assistance for a number of other City and criminal justice agencies and the public.

During the recent hiring process to replace the Executive Assistant to the Chief of Police it became apparent how significantly the AOIC position has evolved and become an integral component of the Department. Examples include not only the additional responsibilities in the job description but also assisting in the training of the new Executive Assistant to the Chief.

Against this backdrop I am writing to request a title change and reclassification of the position as graded by the Human Resources Department.

Funding for the base salary change can be absorbed into the Department's FY14 budget without alteration through recent attrition and hiring at a pace slower than was hoped.

*Respect ~ Honor ~ Remember*

*Officer James P. McGrath, end of watch May 12, 1904; Officer J. Albert Fisher, end of watch December 15, 1947*

## **City of Burlington Job Description**

**Position Title: Executive Assistant to the Officer in Charge**

**Department: Police**

**Reports to: Day Lieutenant**

**Pay Grade: Recommended 15**

**Job Category: Regular Full Time**

**Job Code: 1188**

**Exempt/Non-Exempt: Non-Exempt**

**Union: Non-Union**

**General Purpose:** This position is responsible for coordinating administrative, clerical, and operational support to the on duty Officer in Charge and the on duty staff of the Burlington Police Department. Additionally, this position serves as the point of contact for the general public. This position works extensively in databases and proprietary software programs, and maintaining confidential material.

**Essential Job Functions:** (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Act as the Police Department front desk receptionist as needed. Greeting, announcing, and directing all visitors to Police Department areas or personnel. Schedules meetings and functions, both in-person and using electronic calendaring systems.
- Responds to inquiries and complaints, referring complex questions to the appropriate staff person in a professional, diplomatic, timely and friendly manner.
- Maintains a variety of databases including but not limited to the records management system, computer aided dispatch and scheduling databases.
- Provides clerical support to Officer in Charge, Command Staff, and assists Executive Assistant to the Chief of Police as needed.
- Answers telephone, screens and refers calls, take messages or handles the call. Scans and faxes documents as needed and requested. Checks and responds to several voicemails.
- Opens, reviews and prioritizes mail. Prepares and posts outgoing mail.
- Works in several software systems including but not limited to: FACES, New World, Valcour, Kronos, Datamaster, etc.
- Acts as liaison between supervisor and staff including public, media and local, state and federal offices and officials.
- Answer questions of laws, policies, and procedures, researching if necessary; refers matters requiring policy decisions appropriate staff.
- Compiles information for narrative, fiscal and statistical reports; determines appropriate

report format and sourcing of information. Requires contacting other City employees, media, and other agencies and their officials to secure the data.

- Coordinates itineraries for staff training, including travel and accommodations as required.
- Primary point of contact for DPW, city landlords, Alternative Justice Panels, State's Attorney Office, ride-a-longs, permit requests, in house changes to the schedule.
- Send correspondence to Department members, other City departments and employees, and the public via number of electronic, Intranet, and Internet means.
- Follow department procedures established for records creation, retention, and maintenance subject to law enforcement regulations.
- Responsible for police cruiser accident reporting and follow through with insurer and CAO's Office.
- Works in conjunction with the Command Staff to research and grant applications.
- Provide scheduling assistance to the officer in charge including entering and assessing- vacation time, staffing projections, overtime postings, etc.
- Schedules Fleet & equipment shuttling.
- Transports Court work to and from the prosecutor's office.
- Assists the Officer in Charge in preparing information for the daily roll calls.
- Produces basic crime reports and analyses.
- Providing assistance to the public with informational inquiries, obtaining event permits, etc.
- Other administrative duties as assigned by the Officer in Charge.
- Provide basic support to Identification Services, and Training & Recruitment as requested.
- Participates in Alternative Justice Panel meetings.
- Maintains database/spreadsheet of city restaurant employees and cabaret training.
- Responsible for producing the monthly newsletter.
- Works on projects for the Chief and Deputy Chiefs as requested.
- Maintains and manages Community Room schedule/calendar.

**Non-Essential Job Functions:**

- Performs other duties as required.
- Transcribe investigation tapes as needed.

**Qualifications/Basic Job Requirements:**

- Bachelor's Degree and two years of experience preferred; or a high school diploma or equivalent and five years experience in an office environment as an Executive Administrator required
- Ability to learn specific laws, ordinances, codes and regulations applicable to the operations of assigned department.
- Demonstrated attention to detail and organizational skills.
- Must successfully pass typing/data entry exam, interview panel, and criminal background check conducted by the department.
- Ability to establish work and filing systems and keep information organized and accessible.

- Ability to interact in professionally and respectfully with co-workers, members of the general public and elected officials both in person, and on the telephone.
- Must possess a valid driver's license.
- Must be flexible, able to follow verbal and written instructions, and concurrently perform multiple tasks.
- Must be able to operate standard and computerized office equipment.
- Must be able to learn new software applications need in the performance of the job
- Must be able to work well independently in a fast-paced, detail oriented office environment that features many repetitive tasks and deadlines.
- Must be able to work in a team environment, while also being self-directed.
- Must adapt to changing job duties and be able to multi-task.
- Must be able to assume administrative responsibility and carry out tasks with minimal instruction.
- Must be able to plan, organize and coordinate workload.
- Must display excellent verbal and written communication skills.
- Must interact well with the public.
- Must be able to work evenings, weekends, special events, and holidays as required.
- Public Safety background preferred

**Physical & Mental/Reasoning Requirements; Work Environment:**

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> seeing                               | <input checked="" type="checkbox"/> ability to move distances within and between warehouses/offices | <input checked="" type="checkbox"/> lifting (specify)<br>10 pounds  |
| <input checked="" type="checkbox"/> color perception (red, green, amber) | <input type="checkbox"/> climbing   | <input checked="" type="checkbox"/> carrying (specify)<br>10 pounds |
| <input checked="" type="checkbox"/> hearing/listening                    | <input type="checkbox"/> ability to mount and dismount forklift/truck                               | <input checked="" type="checkbox"/> driving (local/over the road)   |
| <input checked="" type="checkbox"/> clear speech                         | <input type="checkbox"/> pushing/pulling  |   |
| <input checked="" type="checkbox"/> touching                             |   |   |
| <input checked="" type="checkbox"/> dexterity                            |   |   |
| <input checked="" type="checkbox"/> hand                                 |   |   |
| <input checked="" type="checkbox"/> finger                               |   |   |
| <input checked="" type="checkbox"/> reading - basic                      | <input checked="" type="checkbox"/> math skills - basic   | <input checked="" type="checkbox"/> analysis/comprehension          |
| <input type="checkbox"/> reading - complex                               | <input type="checkbox"/> math skills - complex  | <input checked="" type="checkbox"/> judgment/decision making        |
| <input checked="" type="checkbox"/> writing - basic                      | <input checked="" type="checkbox"/> clerical  |   |
| <input type="checkbox"/> writing - complex                               |   |   |
| <input checked="" type="checkbox"/> shift work                           | <input checked="" type="checkbox"/> outside   | <input type="checkbox"/> pressurized equipment                      |
| <input checked="" type="checkbox"/> works alone                          | <input type="checkbox"/> extreme heat   | <input type="checkbox"/> moving objects                             |
| <input checked="" type="checkbox"/> works with others                    | <input type="checkbox"/> extreme cold   | <input type="checkbox"/> high places                                |
| <input checked="" type="checkbox"/> verbal contact w/others              | <input type="checkbox"/> noise  | <input type="checkbox"/> fumes/odors                                |
| <input checked="" type="checkbox"/> face-to-face contact                 | <input type="checkbox"/> mechanical equipment   | <input type="checkbox"/> hazardous materials                        |
| <input checked="" type="checkbox"/> inside                               | <input type="checkbox"/> electrical equipment   | <input type="checkbox"/> dirt/dust                                  |

**Supervision:**

Directly Supervises:   0  

Indirectly Supervises:   0  

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

BOF Approval; CC Approval

DRAFT

## City of Burlington Job Description

**Position Title:** Assistant to the Officer in Charge

**Department:** Police

**Reports to:** Day Lieutenant

**Pay Grade:** Grade 11

**Job Category:** Limited Service Full Time

**Job Code:** 1188

**Exempt/Non-Exempt:** Non-Exempt

**Union:** Non-Union

**General Purpose:** This position is responsible for maintaining an efficient and organized support operation for the Burlington Police Department, working extensively as an administrative assistant for the Uniform Services Bureau, with an emphasis on clerical support, data entry, and maintaining confidential material.

**Essential Job Functions:** (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Act as the Police Department front desk receptionist as needed. Greeting, announcing, and directing all visitors to Police Department areas or personnel. Assist in scheduling meetings and functions, both in person and using electronic calendaring systems.
- Respond to inquiries and complaints, referring more complex questions to the appropriate person in a professional, timely and friendly manner.
- Maintain a variety of databases including but not limited to the records management system, computer aided dispatch and scheduling databases.
- Follow department procedures established for records subject to law enforcement regulations.
- Work in conjunction with the Command Staff on a variety of tasks such as conducting research to formulate statistical reports or grant applications and others as assigned.
- Perform office and clerical duties including, but not limited to filing; copying; word processing; spreadsheets; answering and routing telephone calls; sorting and delivering mail.
- Perform data entry to systems (i.e. Employee Data; Training Records; etc) and correlate information for Lieutenants as requested.
- Provide scheduling assistance to the officer in charge including entering and assessing- vacation time, staffing projections, overtime postings, etc.
- Provide phone support - fielding inquiries and calls on a variety of topics.
- Fleet & equipment shuttling & scheduling.
- Transport Court work to and from the prosecutor's office.

- Assisting the Officer in Charge in preparing information for the daily roll calls.
- Produces basic crime reports and analyses.
- Drafts written correspondence.
- Scans and faxes documents.
- Providing assistance to the public with informational inquiries, obtaining event permits, etc.
- Other administrative duties as assigned by the Officer in Charge.
- Produces accurate reports as requested.
- Provide basic support to Identification Services as requested.
- Provides administrative support to Training & Recruitment as requested.
- Act as liaison with other City offices to assure a smooth flow of information and positive relationship with other agencies.
- Records and maintain records received from the general public.

**Non-Essential Job Functions:**

- Performs other duties as required.
- Transcribe investigation tapes as needed.

**Qualifications/Basic Job Requirements:**

- Associates Degree and two years of experience or High School Diploma and six years of experience in an office environment required.
- Demonstrated attention to detail and organizational skills.
- Must successfully pass typing/data entry exam, interview panel, and criminal background check conducted by the department.
- Ability to establish work and filing systems and keep information organized and accessible.
- Ability to interact in professionally and respectfully with co-workers, members of the general public and elected officials both in person, and on the telephone.
- Must possess a valid driver's license.
- Must be flexible, able to follow verbal and written instructions, and concurrently perform multiple tasks.
- Must be able to operate standard and computerized office equipment.
- Must be able to learn new software applications need in the performance of the job
- Must be able to work well independently in a fast-paced, detail oriented office environment that features many repetitive tasks and deadlines.
- Public Safety background preferred

**Physical & Mental/Reasoning Requirements; Work Environment:**

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> seeing           | <input checked="" type="checkbox"/> ability to move distances | <input checked="" type="checkbox"/> lifting (specify)  |
| <input checked="" type="checkbox"/> color perception | <input type="checkbox"/> within and between                   | <input type="checkbox"/> 10_ pounds                    |
| (red, green, amber)                                  | <input type="checkbox"/> warehouses/offices                   | <input checked="" type="checkbox"/> carrying (specify) |
| x hearing/listening                                  | <input type="checkbox"/> climbing                             | <input type="checkbox"/> 10_ pounds                    |

3 of 3

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> clear speech            | <input type="checkbox"/> ability to mount and<br>dismount forklift/truck | <input checked="" type="checkbox"/> driving (local/over<br>the road) |
| <input checked="" type="checkbox"/> touching                | <input type="checkbox"/> pushing/pulling                                 |  |
| <input checked="" type="checkbox"/> dexterity               |  |  |
| <input checked="" type="checkbox"/> hand                    |  |  |
| <input checked="" type="checkbox"/> finger                  |  |  |
| <input checked="" type="checkbox"/> reading - basic         | <input checked="" type="checkbox"/> math skills - basic                  | <input checked="" type="checkbox"/> analysis/comprehension           |
| <input type="checkbox"/> reading - complex                  | <input type="checkbox"/> math skills - complex                           | <input checked="" type="checkbox"/> judgment/decision<br>making      |
| <input checked="" type="checkbox"/> writing - basic         | <input checked="" type="checkbox"/> clerical                             |  |
| <input type="checkbox"/> writing - complex                  |  |  |
| <input checked="" type="checkbox"/> shift work              | <input checked="" type="checkbox"/> outside                              | <input type="checkbox"/> pressurized equipment                       |
| <input checked="" type="checkbox"/> works alone             | <input type="checkbox"/> extreme heat                                    | <input type="checkbox"/> moving objects                              |
| <input checked="" type="checkbox"/> works with others       | <input type="checkbox"/> extreme cold                                    | <input type="checkbox"/> high places                                 |
| <input checked="" type="checkbox"/> verbal contact w/others | <input type="checkbox"/> noise   | <input type="checkbox"/> fumes/odors                                 |
| <input checked="" type="checkbox"/> face-to-face contact    | <input type="checkbox"/> mechanical equipment                            | <input type="checkbox"/> hazardous materials                         |
| <input checked="" type="checkbox"/> inside                  | <input type="checkbox"/> electrical equipment                            | <input type="checkbox"/> dirt/dust                                   |

**Supervision:**

Directly Supervises:   0   Indirectly Supervises:   0  

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Deleted: 2/28/2012

BOF Approval (1/23/2012); CC Approval (7/30/2013)

RECLASSIFICATION AND TITLE CHANGE OF THE BURLINGTON POLICE  
DEPARTMENT ASSISTANT TO THE OFFICER IN CHARGE POSITION

In the year Two Thousand Thirteen.....

Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, the Chief of Police of the Burlington Police Department has requested the reclassification of the Assistant to the Officer in Charge position; and

WHEREAS, this position was evaluated using a modified Willis Classification System and;

WHEREAS, Chief of Police of the Burlington Police Department has requested the position of Assistant to the Officer in Charge be re-titled; and

WHEREAS, the request has been approved and supported by the Human Resources Director and Finance Board; and

NOW THEREFORE, BE IT RESOLVED that the Burlington Police Department Assistant to the Officer in Charge position is now reclassified from Limited Service Full Time Non-Union Salary Range 11 to a Limited Service Full Time Non-Union Salary Range 15 within the Willis Classification System Non-Union Salary Table, effective as of the date of City Council approval and signature of the Mayor; and

NOW THEREFORE, BE IT FURTHER RESOLVED that the Burlington Police Department Assistant to the Officer in Charge position is now re-titled to Executive Assistant to the Officer in Charge, effective as of the date of City Council approval and signature of the Mayor.