



**HUMAN RESOURCES
DEPARTMENT**
City of Burlington

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To: Board of Finance

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

Date: October 24, 2012

Re: Burlington Police Department – Creation of Limited Service, Full Time Civilian
Special Projects Coordinator

As detailed in the attached memo and job description, the Chief of Police has requested the creation of a Civilian Special Projects Manager to address the increasing demands of the on the Lieutenants and Sergeants in the Police Department.

The position, which will report to the Deputy Chief of Administration for the Police Department, as shown on the attached existing and proposed organization charts, was classified and scored using the Willis Classification System. We are recommending a classification of an exempt grade 18. The grade 18 salary range is \$50,185 to \$59,826. Creation of this position will result in an addition to the headcount approved as part of the FY13 budget.

The Chief indicates it will be funded through savings accrued by attrition in this Fiscal Year. The Police Department currently has 5 funded vacancies that are unlikely to be filled until after the New Year. This fact, coupled with other personnel related savings, represents approximately \$100,000 in savings for the first quarter of Fiscal Year 2013. Funding of this position in future Fiscal Years will be appropriated through the budget process.

We respectfully recommend your approval of the Police Chief's request to create a Full Time Limited Service Civilian Special Projects Coordinator position.

This position will become effective following City Council approval.

Thank you.



BURLINGTON POLICE DEPARTMENT

1 North Avenue
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Michael E. Schirling
Chief of Police

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To: Board of Finance
From: Michael E. Schirling, Chief of Police
Date: October 12, 2012
Re: Creation of Special Projects Coordinator – Pilot project

Please consider this a request for the creation of a position titled, "Special Projects Coordinator," within the Burlington Police Department. This is a non-sworn, limited service, full time position that would initially exist as a pilot project for one-year to assess the effectiveness and viability of the methodology described below.

Over the past 15 years the number of non-sworn support staff at BPD has gradually been reduced from approximately 155 to 137. Out of necessity we have continued to add more responsibilities on our police supervisors. Many of these are related to program and project management. Some are the result of vastly increasing and rapidly evolving demands on our services. A recent assessment of the workload currently carried by our Lieutenants and some Sergeants has demonstrated that the current special project workload is distracting from core operational supervision duties that we believe must receive renewed focus. This results from our consistent exploration of new ideas and projects to deliver outstanding services by augmenting police officers in innovative ways.

We hope that this position will be a desirable one for outgoing supervisors of this agency. This position would allow for retention of our most skilled employees who possess vast and valuable institutional knowledge. Rather than continue to see all our retiring supervisors move on to careers outside the Department, we desire to create a position that would assist in the transition to civilian life while continuing to serve the City.

The Special Projects Coordinator will be tasked specifically with the responsibility to perform a variety of functions in support of police operations. The vast majority of these responsibilities are currently attended to by Lieutenants or Sergeants; yet do not require police certification. As the attached job description reflects, the responsibilities are very important to the community we serve. With the creation of this position, we anticipate being able to provide outstanding supervision for special projects and units, while freeing sworn supervisors to attend to public safety concerns while also focusing more intently on personnel development and retention.

During this pilot project phase, we would fund the position through attrition savings.

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: Civilian Special Projects Coordinator

Department: Police Department

Reports to: Deputy Chief of Administration

Pay Grade: Recommended 18 Limited Service / Non-Classified

Exempt/Non-Exempt: Non -Exempt

Job Code:

Union: N/A

General Purpose: This position is responsible for supervision related to special projects and units that support the core functions of the police department. The position requires a high degree of independent judgment, decision making, initiative and discretion, along with the ability to prioritize and manage multiple programs within the context of broader Police Department priorities.

Essential Job Functions: The primary functions of this position include the supervision of assigned civilian staff, representing the department through community engagement and completing tasks and projects.

- Provides supervision to assigned non-sworn personnel such as Beach & Parks employees, Volunteers in Policing, Parallel Justice Specialists, Community Support Advocate, Domestic Violence Advocate, etc.
- Coordinates a variety of department services to include the Adopt-a-Cop program, permitting for special events, the ride along program, ceremonies and events, special details such as START, as well as other duties as assigned.
- Coordinates department projects and is a liaison with other units and personnel within the police department as well as external partners such as the University of Vermont, Champlain College, and the Vermont Center for Crime Victim Services, the Community Justice Center, the Parallel Justice Commission, etc.
- Coordinates the recruitment and selection of personnel to fill positions, both volunteer and paid, to adequately staff special projects and units. Assists with department recruitment efforts.
- Responsible for scheduling and coordinating training of personnel under his/her supervision, including presenting training for personnel and community groups.
- Develops and maintains budgets for each special project or unit.
- Develops and maintains systems to ensure institutional knowledge and planning relative to special events and projects is coordinated, shared and updated.
- May be called upon to perform tasks that normally would be done by persons under this position's supervision, including provision of direct service to crime victims.
- Conducts performance evaluations of persons working in programs under his/her purview.
- Seeks out and applies for relevant funding opportunities, including grants and awards, to support the work of special projects/units. Responsible for any applicable reporting on grants or awards.
- Exhibits excellent customer service skills in order to establish and maintain effective working relationships with other employees, officials and all members of the general public.
- Performs data entry, policy development/revision, operations manual development and quality assurance.
- Assists with facility related matters.
- Approves reports and written correspondence related to special projects or units prior to dissemination beyond BPD.
- Approves schedule and time cards of personnel under his/her supervision.

- Perform all other duties as assigned.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- Four year degree plus two years of relevant experience in social work, project management or related field or an equivalent combination of experience and relevant education.
- Must be eighteen (18) years of age.
- Must successfully pass written, typing and psychological examination, oral board interview and background check conducted by the department.
- After acceptance of conditional offer of employment, applicant must pass physical examination by the Medical Board
- Working knowledge of standard office equipment and Microsoft Office applications.
- Ability to work independently, and manage and prioritize multiple tasks.
- Excellent oral and written communication skills.
- Ability to apply tact and discretion in working with the public.
- Experience with direct service to crime victims or social work preferable.
- Ability to establish and maintain positive and effective employee and public relations.
- Ability to obtain and maintain a valid driver's license.

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.

- seeing
- color perception (red, green, amber)
- hearing/listening
- clear speech
- touching
- dexterity
- pushing/pulling
- hand
- finger
- reading – basic & complex
- writing - complex
- math skills – basic: analysis/comprehension/budgeting
- judgment/decision-making
- clerical

- Shift work
- works with others
- verbal contact w/others
- face-to-face contact
- inside
- noise

Supervision:

Directly Supervises: 3-4 (Seasonally provides direct supervision to 15 – 16)

Indirectly Supervises: 10

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: _____

(Created October 23, 2012)

DRAFT

CREATION OF FULL TIME LIMITED SERVICE CIVILIAN SPECIAL PROJECTS
COORDINATOR – BURLINGTON POLICE DEPARTMENT

In the year Two Thousand Twelve.....
Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, the Police Chief of the Burlington Police Department has recommended creation of a Full Time Limited Service Civilian Special Projects Manager Position due to the increased demands project work is placing on Police Lieutenants and Police Sergeants; and

WHEREAS, Human Resources Director has used the Willis Classification Plan to determine a recommended pay scale for this position; and

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

WHEREAS, this position will be funded through savings accrued by personnel attrition in the Burlington Police Department Fiscal Year 2013 Budget Appropriation; and

WHEREAS, this position will be funded through the budget process in future fiscal years; and

NOW THEREFORE, BE IT RESOLVED that the creation of a classified, limited service, full-time position of Civilian Special Projects Coordinator Position for the Burlington Police Department approved and shall be placed at a Non-Union Salary Grade 18 within the Non-Union Salary Table. The position shall be created upon this resolution being approved by the City Council and signed by the Mayor.