

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: December 7, 2020
Item No.: 9.e

Department Approval


City Manager Approval


Item Description: Consider Approval of Newly Created Positions in the 2021 City Budget

BACKGROUND

The 2021 City Manager recommended budget created or reclassified several positions as follows:

- Fire Lieutenant (new position)
- Equity and Inclusion Manager (new position)
- Records Technician II (new position – reclassification of 1 Records Technician position)
- Administrative Community Service Officer (reclassification Lead CSO position)
- Police Investigative Analyst (reclassified)
- Environmental Manager (reclassification of Environmental Specialist position)
- Customer Service Representative/Permit Tech (reclassification of Community Development Customer Service Representative position)

City Council serves as the authority to approve new positions for the City's pay plan and compensation system. Below are the job summaries and salary ranges for each newly created position that is proposed as part of the 2021 City Manager recommended budget. These positions are not currently included in the compensation plan and therefore require Council approval. Job classification review occurs only when substantial changes in the assigned duties have occurred. Reclassifications are not used to recognize increases in volume of work or address any minor or temporary changes in assigned responsibilities.

It should be noted that each of these job descriptions includes language, skills, duties and/or qualifications that help advance the priorities of equity within the organization.

Fire Lieutenant (new position)

JOB SUMMARY:

The Fire Lieutenant serves as a first-level supervisor in the Fire Department. The Lieutenant is responsible for assigned firefighters and the proper maintenance of apparatus and equipment in accordance with standing orders and department standards. The primary duties include supervising firefighters, emergency medical response, hazardous materials incident mitigation, rescue, and is responsible for helping to assure compliance with all legislative, judicial and administrative policy and procedures. At an emergency incident, unless working under a superior officer, the Lieutenant is responsible for incident command and abatement of the emergency, including entering a burning building with the fire crew.

SALARY: Hourly rate: TBD – tentative agreement of 12% above firefighter wage

****This position's pay is negotiated as part of the collective bargaining agreement with the International Association of Firefighters (IAFF).***

38 **Equity and Inclusion Manager (new position)**

39 ***JOB SUMMARY:***

40 The Equity and Inclusion Manager is responsible for integrating equity and inclusion principles into
41 all operations, projects and services of the City. This position provides leadership, support and
42 direction for advancing equity, inclusion and outreach and the impact on the Roseville community to
43 the City Manager, City Council and all staff. The position serves as a member of the City Manager's
44 Executive Leadership team and is responsible for leading and managing change to ensure race, equity,
45 and inclusion principles are emphasized and embedded into the City of Roseville's culture, processes,
46 procedures, policies and systems.

47
48 ***SALARY RANGE:*** Hourly rate: \$42.69 - \$51.44 or annual salary of \$88,795 - \$106,995
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50 **Police Records Technician II (new position)**

51 ***JOB SUMMARY:***

52 Police Records Technician II provides advanced technical and clerical support for the Police
53 Department. This position serves as the Terminal Agency Coordinator and department liaison to the
54 Minnesota Bureau of Criminal Apprehension and is responsible for managing and maintaining BCA
55 system access, operations and entries. This position supervises security awareness training for the
56 department, and trains new Records Technicians. This position ensures fair and equitable customer
57 service is provided to diverse audiences, specifically racially, ethnically, and socioeconomically
58 diverse communities. The Records Technician II is responsible for crime statistic accuracy and
59 overall integrity of Roseville crime reporting.
60

61 ***SALARY:*** Hourly rate \$25.39 - \$30.59 or annual salary of \$52,811 - \$63,627
62

63 **Administrative Community Service Officer** (Reclassification of Lead CSO)

64 ***JOB SUMMARY:***

65 This position is responsible for assisting with the general coordination of the CSO program with an
66 emphasis on administrative support and asset coordination for the Police Department. The
67 Administrative CSO coordinates the day to day needs of the department related to the vehicle fleet
68 and fixed assets. The primary duties are in an administrative and support role for the department.
69 This position is responsible for animal control and assisting sworn officers with duties as requested.
70 Assists with support services such as responding to citizen inquiries, ensuring fair and equitable
71 customer service is provided to diverse audiences, specifically racially, ethnically, and
72 socioeconomically diverse audiences, office duties, and assisting with other equipment and
73 investigative support as needed.
74

75 ***SALARY:*** Hourly Rate: \$25.39 - \$30.59 or annual salary of \$39,608 - \$47,720

76 **This position is reclassified from 1 FTE to .75 FTE*
77

78 **Police Department – Investigative Analyst** (Reclassification)

79 ***JOB SUMMARY:***

80 The Investigative Analyst is a non-sworn position providing technical and clerical support for the
81 Investigations Unit of the Police Department. The position provides clerical, technical, and customer
82 service support while building relationships with the community, external agencies, and staff. The
83 Investigative Analyst assists staff in achieving their goal of providing high quality criminal case
84 investigation and preparation for the City of Roseville.
85

86 ***SALARY:*** Hourly rate: \$27.42 - \$33.04 or annual salary of \$57,054 - \$68,723

87 **Environmental Manager** (Reclassification of Environmental Specialist position)

88 ***JOB SUMMARY:***

89 The Environmental Manager assists in planning, coordinating, implementing, and managing the
90 city's solid waste, recycling, natural and water resources, and sustainability programs. This position
91 works with the Assistant Public Works Director/City Engineer to define, establish, and attain the
92 overall goals and objectives of the environmental area for the City and is responsible for the contract
93 development and management, as well as the program/project management and public education for
94 these programs.

95
96 ***SALARY:*** Hourly rate: \$39.17 - \$47.19 or annual salary of \$81,473 - \$98,155
97

98 **Customer Service Representative/Permit Technician** (Reclassification of Community
99 Development Customer Service Representative position)

100 ***JOB SUMMARY:***

101 The Customer Service Representative/Permit Technician is the front line office support for the
102 Community Development Department. This position assumes the administrator role over the Permits
103 System, which includes permit issuance, inspection, and plan review software; assists the Building
104 Official; and provides customer service and clerical support to the Community Development
105 Department. The Customer Service Representative/Permit Technician provides information and
106 directs inquiries to the applicable departmental unit. This position may process daily financial as
107 well as other reports as necessary.

108
109 ***SALARY:*** Hourly rate: \$22.18 - \$26.72 or annual salary of \$46,134 - \$55,577
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111 **POLICY OBJECTIVE**

112 The 2021 Budget process identified priorities and funding mechanisms for the City to provide needed
113 services and programs. Hiring personnel to fill the newly created positions will assist in implementing
114 these priorities.

116 **BUDGET IMPLICATIONS**

117 The proposed City budget for 2021 will cover the costs of the positions.

118 **STAFF RECOMMENDATION**

119 Based on the passage of the 2021 City Budget, staff recommends approval of the newly created
120 positions.

121 **REQUESTED COUNCIL ACTION**

122 Motion to approve the newly created positions.

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Attachments: None