



Samantha Shadrach
Director of Human Resources

TO: Members of the County Council
Steve Ehlmann, County Executive

CC: Donna Vogt, Executive Assistant to the County Council
Joann Leykam, Director of Administration
Jennifer George, Assistant Director of Administration
John Greifzu, Assistant Director of Administration
John Watson, County Counselor

FROM: Samantha Shadrach, Director of Human Resources

DATE: September 19, 2019

SUBJECT: Budget Amendment for positions in the Police Department

As part of the Human Resources Department's annual job classification review, the department studies the positions of Government Services Representatives (GSR). In the Police Department Bureau of Administration, Records Division, there are currently two (2) GSR IV's and three (3) GSR I FTE's; however, a number of these positions are currently vacant due to recent departures and retirements. Human Resources reviewed the positions and determined that the complexity of the duties assigned to many of the GSR I and skill level necessary to complete assigned tasks, are more properly aligned with the position of GSR II and I am recommending reclassification of certain positions.

The analysis accounted for an increased workload, changes in complexity of work, additional duties that include changes to the sex offender registry and crime scene reporting, and increased fingerprinting duties related to the County's revised criminal history process.

These reclassifications would be scheduled to be addressed in the 2019-2020 budget conversion; however, due to the number of present vacancies, the Police Department would be best served by making these adjustments immediately in order to recruit new staff into the vacant positions.



ST. CHARLES COUNTY
POLICE
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Colonel David L. Todd
Chief of Police

To: St. Charles County Council

From: Colonel David L. Todd, Chief of Police

Ref: Budget Amendment for positions within the Police Department

Date: September 18, 2019

For more than a year now, the job function of the Records Clerks, within the Police Department, has increased in volume and become more complex. Changes in paperless reporting, mandates by the FBI to become NIBRS compliant, increased fingerprinting duties related to the County's revised criminal history process for County employees and several occupations for licensing, and sex offender registration duties have complicated duties and substantially increased the workload. Recent attrition due to retirement and cross-training of employees in the Records Division also necessitates the reclassification of several positions in the Division, specifically, Government Services Rep (GSR) II positions, rather than having a GSR IV, GSR IIs, and GSR Is doing substantially the same work.

The Police Department has sufficient funds in its 2019 budget to account for these proposed changes.

Respectfully,

Colonel David L. Todd
Chief of Police