RESOLUTION TO ESTABLISH POSITION OF
POLICE COMPUTER OPERATIONS SUPERVISOR

WHEREAS, a job evaluation was conducted using the same methodology under which the City's existing compensation plan was developed; and,

NOW, THEREFORE, BE IT RESOLVED by the City of Rapid City to establish the position of Police Computer Operations Supervisor at a salary range of $34,362 to $51,543/yr.

Dated this _____ day of _____, 2000

<div style="text-align:right">CITY COUNCIL</div>

<div style="text-align:right">_____</div>

ATTEST:

_____
Finance Officer

(SEAL)

TO: Mayor

FROM: Jim Preston, Finance Officer

SUBJECT: PDQ for the Police Computer Operations Supervisor

DATE: October 25, 2000

Enclosed is a job evaluation (PDQ) for the position of Computer Operations Manager for the Police Department. This position also exists in the Data Processing Center, however, will not be affected by this PDQ. The recommendation is to establish a new position with the title of Police Computer Operations Supervisor and eliminate the position of Computer Operations Manager for the Police Department.

A review of the elements of the proposed new position show a point value of 479, which compares to the existing salary grade for the Traffic Engineer, $34,362 to $51,543/yr.

With your concurrence, this item will be referred for Council Action.

Enclosures

CONCUR:

_____   _____
Mayor   Date

City of Rapid City-Personnel Department
Position Description Review
Auditor's Report

DATE: October 25, 2000

REQUESTING DEPARTMENT/DIVISION: Police Department

NAME OF EMPLOYEE: John Beardsley

CURRENT CLASSIFICATION TITLE: Computer Operations Manager

PROPOSED/NEW CLASSIFICATION TITLE: Police Computer Operations Supervisor

AUDITOR'S RECOMMENDATION:

A review of this position determines the following assignment of points in each category under the Hay point evaluation system.

Know-How is the sum of the kind of skill, however acquired, required for acceptable performance. Additionally, both breadth (comprehensiveness) and depth (thoroughness) are measured. Thus, a job may require some knowledge about a lot of things, or a lot of knowledge about a few things. The total Know-How is the product of the breadth times depth. Also required is the performance of activities specific to objective and content and important human relation skills.

Points assigned for Know-How : The Technical Depth is rated at Seasoned Technical Specialized and the Managerial Breadth Category is rated as Minimal. The Human Relations Skills are Important. F–1–2 (1) = 230 points.

Problem Solving is the amount of original, self-starting thinking required by the job for analyzing, evaluating, creating, reasoning, arriving at and making conclusions. It has two aspects or dimensions: the Environment in which the thinking takes place, and the Thinking Challenge.

Points assigned to Problem Solving: The Thinking Environment is rated as Clearly Defined: Clearly defined policies and principles. The Thinking Challenge is rated as Interpolative. E-3-38%=87 points.

Accountability is the measured effect of the job on end results. It has three interrelated dimensions: Freedom to Act; the job's Impact on end results; and the Magnitude of the end results which the job most clearly affects. The Freedom to Act is measured by the existence or absence of personal or procedural control and guidance. The job's Impact on end results is measured in four degrees of increasing effect; and the Magnitude relates to the portion of the total organization most affected by the job. It is usually expressed in terms of dollars.

Points assigned to Accountability: The Freedom to Act is rated as Generally Regulated and the Impact of Job on End Results and Magnitude as Primary. D-P-2(3) = 152 points.

Working conditions are made up of the physical effort, concentration, environment, and the hazards in performing the position.

Points assigned to Working Conditions: This position does not experience any adverse working conditions and therefore no points were assigned to working conditions.

Total point value for the position is: 469 points

This position compares favorably with the position of Traffic Engineer on the 15-step salary schedule and should be placed at $34,362 to $51,543.

AUDITOR'S SIGNATURE: *Ruth J Esperance*   DATE: *10-25-00*

AUDITOR'S SIGNATURE: *Cathy Druckrey*   DATE: *10/25/2000*

POSITION CLASSIFICATION DESCRIPTION

POLICE COMPUTER OPERATIONS SUPERVISOR

Under general supervision of the Police Chief of Staff, provides general computer related services to the Police Department. Manages and directs all computer system operations, equipment and users as well as advising management on the cost & benefit of computer projects and plans.

ESSENTIAL FUNCTIONS

Directs and coordinates planning and production activities of Department electronic data processing; consults with management to describe and define future projects and the personnel and equipment requirements.

Analyzes data processing requirements to recommend system capabilities. Plans layout and installs new systems and/or modification to existing systems

Acts as Terminal Control Officer for the law enforcement teletype system. (NCIC)

Monitors, maintains and controls hardware, software and user problems to insure continuity of operations.

ADDITIONAL TASKS

Determines specifications and prepares request for proposals for department computer/network/software.

Serves as primary liaison between computer hardware and software vendors.

Plans, develops and provides training for computer related tasks within the Department.

Prepares Department's computer operations budget and assists as needed in other technological areas within the Department.

Creates specialized "queries" (short programs) to retrieve specially requested information or statistics to generate and create new reports.

Establishes and maintains system security for projects and users.

Manages all aspects of Department Local Area Network. (LAN)

Performs related duties as required.

ENVIRONMENTAL FACTORS

Normally works in a controlled office environment with the exception of working on mobile computer equipment in Department vehicles. Must be available for call-out on a twenty-four hour basis.

MINIMUM QUALIFICATIONS REQUIREMENTS

Bachelor's degree and three years related experience in personal computer networks. Bachelor's degree in Information Systems Management or related field preferred. Considerable knowledge in data processing methods, principles, techniques, organization, management, equipment, form design, computer concepts, data collection, system analysis, personal computer hardware and software, and local and wide area networks. Ability to relate effectively with others, to express oneself orally and in writing, to supervise and administer.

Revised: 10-2000   Approved:_____

POSITION DESCRIPTION QUESTIONNAIRE

REASON FOR REQUEST: [ ] Establish new position
[✓] Reclassify current position
[✓] Adjust salary level due to substantial change of duties

Incumbent's Name (if existing position)	John Beardsley	Division	Administration	Department	Police

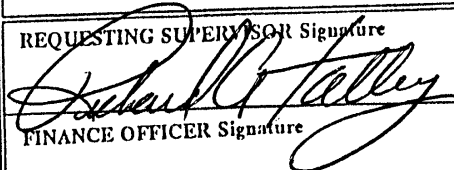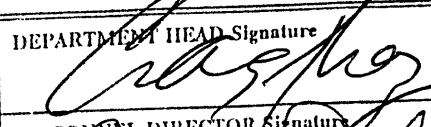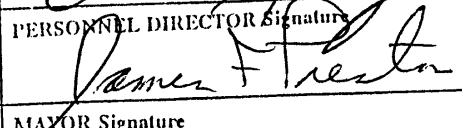| Current Position Title (N/A if new position)	Computer Operations Manager	Suggested Position Title	Police Computer Operations Director

JUSTIFICATION. *(Provide adequate supporting reasons why new position is needed or what has changed in the present position to necessitate a review. Enclose Work Sheet for Position Classification Description.)*

The position of Computer Operations Manager covers only part of the responsibilities at the Police Department. The Computer Operations Manager at the Police Department with only the exception of not having his/her own staff performs functions comparable to that of the City Computer Center Director. The proposed Position Classification Description is nearly identical. It is plausible in the future as Rapid City continues to grow that a staff of "Computer Operators" may need to be assigned under the leadership of this proposed position.

The Police Department's Computer Operations are dependent on the City Computer Center for minicomputer hardware, minicomputer operating system support and aspects of the City's wide area network. (WAN) All other aspects of computer operations are handled independent of the City Computer Center.

The Computer Operations Manager Position does not include the aspects of directing, coordinating and planning of system-wide projects. These are duties performed on a regular basis by the Police Department Computer Operations Manager now. (Two examples are: Document Imaging & Mugshot system, and Mobile computer system.)

Other positions with comparable or less responsibilities annual wages range $48,500 to $70,000. (Low end is the wage for the Sheriff's Data Processing Manager the high end is the City School's Information Systems Manager)

FINANCE DEPARTMENT RESPONSE:
[ ] Proposed position can be funded from existing budget
[ ] Additional funds must be allocated

ACTION TAKEN:
[ ] Approved by Personnel Committee
[ ] Approved by City Council *(applicable only to new positions or new wage range)*

REQUESTING SUPERVISOR Signature	Date 6/26/00	DEPARTMENT HEAD Signature	Date 7/6/00
FINANCE OFFICER Signature	Date	PERSONNEL DIRECTOR Signature	Date 10/26/00
ENCLOSURES: Work Sheet for Position Classification Description · Auditor's Report (Personnel Department)		MAYOR Signature	Date

APPENDIX A

Rapid City Police Department

300 Kansas City Street
Rapid City, South Dakota 57701-2890
605-394-4131
An Internationally Accredited Law Enforcement Agency
Craig Tieszen, Chief of Police   Jim Shaw, Mayor

July 5, 2000

MEMO TO: Mr. Jim Preston, Acting Personnel Director

FROM: Chief of Police Craig Tieszen

SUBJECT: Request for Position Classification Review

Attached is information pertaining to John Beardsley's job which is currently titled, "Computer Operations Manager". The revised job description titled "Police Computer Operations Director", is attached as well as the city's job description for the Computer Center Director and John's counterpart in the Sheriff's Office.

John's duties have expanded significantly in the last few years. The education requirements have increased and John has elevated to that standard. He manages a system with more than 100 computers. He also contributes significantly to installing, repairing and managing the other technology we have in the Department including our dispatch system and mobile computers. It appears to me that his ability and responsibility in the City is second only to the Computer Center Director.

Would you please ask your staff to evaluate this position to determine if this classification and compensation needs to be adjusted. If you have any questions please give me a call.