



CITY OF WAUKESHA

Administration

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Committee: Human Resource Committee	Date: 5/17/2017
Common Council Item Number: 17-0796	Date: 6/6/2017
Submitted By: Chief Russell Jack	City Administrator Approval: Kevin Lahner, City Administrator KL
Finance Department Review: Rich Abbott, Finance Director RA	City Attorney's Office Review: Brian Running, City Attorney Click here to enter text.
Subject: Review and act on a change to B-16 to eliminate the Administrative Supervisor at the Police Department and increase the position of Lieutenant of Police to six (6).	

Details:
 The Waukesha Police Department is seeking the Human Resource Committee and Common Council approval to restructure its organization based on an upcoming retirement. The Police Department's Administrative Supervisor is retiring and the restructure would involve replacing his position with a Lieutenant of Police assigned to Special Services. There are several Information Technology (IT) support functions that the Administrative Supervisor fulfills which the IT Department would handle. The Lieutenant assigned to the Special Services Division would fulfill the responsibilities listed in the job description drafted by the Police Department (Attached). There is a strong need for additional sworn supervisors at the Police Department as discussed during the budget process. This change assists with this problem without adding an additional FTE.

Options & Alternatives:
 Hire a replacement for the Administrative Supervisor position resulting in no changes to B-16.

Financial Remarks:
 The salary range for Lieutenant of Police is \$83,568 to \$112,817. The salary range for the Administrative Supervisor is \$74,375 to \$100,406. We currently have two vacancies at the police department. The vacancies are one police officer since January 10, 2017, and one police officer since May 1, 2017. We are currently in the middle of a hiring process, and anticipate filling these two police officer positions on either June 27th or July 25th. The savings in salary for the delay in hiring these two positions is approximately \$20,100. Based on the vacancies the Police Department will easily stay within budget by promoting the Lieutenant in August to replace the Administrative Supervisor who is retiring July 7, 2017.

Executive Recommendation:
 Recommend approval.

