



# CITY OF SALEM

585 Liberty St SE  
Salem, OR 97301

## Staff Report

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File #: 17-533

Version: 1

Date: 11/13/2017

Item #: 3.3 c.

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**TO:** Mayor and City Council  
**THROUGH:** Steve Powers, City Manager  
**FROM:** Jerry Moore, Chief of Police

**SUBJECT:**

Position Addition

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**ISSUE:**

Shall the City Council authorize the Salem Police Department to add one new Administrative Analyst II position, thereby allowing the Department to address staffing shortages of sworn Police Officers?

**RECOMMENDATION:**

Authorize the Salem Police Department to add one new Administrative Analyst II position, thereby allowing the Department to address staffing shortages of sworn Police Officers.

**SUMMARY AND BACKGROUND:**

The Salem Police Department Training Unit (Training Unit) is currently staffed by 3.5 employees; a Police Sergeant, a sworn Police Officer, a Human Resources Technician and a part-time seasonal Office Assistant. The sworn Police Officer serves as the training coordinator for the department; however, the current job functions of the training coordinator do not require the skills of a sworn Police Officer. The Department feels that transferring the sworn Police Officer position from the Training Unit to the Patrol Division is needed to address staffing shortages of sworn officers in Patrol. Eliminating the part-time seasonal assistant position and creating a full time Administrative Analyst II position which will absorb the job duties of the current sworn training coordinator and the part-time seasonal employee will provide adequate staffing of the Training Unit.

Having a non-sworn training coordinator, is becoming more common and is more cost effective than

having a sworn officer in this position. There are several law enforcement agencies in our region who utilize a non-sworn training coordinator, including the Washington County Sheriff's Office and the Beaverton Police Department.

## **FACTS AND FINDINGS:**

1. Adding an Administrative Analyst II position in the Police Department will allow for the transfer of a sworn Police Officer to the Patrol Division to address staffing shortages of sworn officers in Patrol.
2. The cost for an Administrative Analyst II will be \$83,810 per year.
3. The cost of the Administrative Analyst II position will be off-set by eliminating a part-time seasonal Office Assistant position which costs \$30,450 annually.
4. The net cost of adding the Administrative Analyst II position will be \$53,360 annually over the current budget.
5. If approved, the staffing changes will take effect around January 1st, 2018. The additional cost for FY 17/18 will be \$18,240.
6. The \$18,240 for FY 17/18 will come from anticipated salary savings, so no additional funding is being requested for this budget year.
7. Adding the Administrative Analyst II position within the Police Department is in the best interest of the Police Department, the City of Salem and the Public.

Ben Bales  
Lieutenant

### Attachments:

1. None.