

Job Evaluation Report

Fire and Police Commission Meeting March 4, 2021

Police Department

Current	Recommended
Police Planning and Policy Director PR 1JX (\$80,442 - \$112,627) (One Position)	Grant Compliance Manager PR 2JX (\$62,338 - \$87,270) (One Position)

Background

The Police Department has requested a repurposing of the position of Police Planning and Policy Director in Pay Range 1JX (\$80,442 - \$112,627) to Grant Compliance Manager in Pay Range 2JX (\$62,338 - \$82,270). A new job description was received and discussions were held with Pamela Roberts, Human Resources Administrator; the supervisor of the position, Dan Rotar, Police Budget and Administration Manager; and Nicholas DeSiato, Chief of Staff, Police.

Duties and Responsibilities

This position would provide assistance to the Police Budget and Administration Manager in assuring the Police Department's grant development and reporting are in compliance with all applicable state and federal grant programs. The individual in the position would need to acquire and maintain knowledge of all grant-funded programs and procedures, grant regulations, and computer related programs necessary to ensure compliance with grant conditions and to meet all city, state and federal reporting requirements. Duties and responsibilities would include the following:

- Coordinate overall grant development, grant compliance, and grant reporting (program and financial).
- Identify potential grant funding opportunities and ensure compliance with grant requirements.
- Coordinate or assist in coordinating the development and completion of grant applications and required grant reports.
- Prepare various programmatic reports as needed to analyze the impact of grant programs and community effectiveness of such grants.
- Coordinate public hearings involving the review of all proposed grant programs.
- Serve as the official liaison with assigned department grant project directors.
- Oversee the use of various grant databases for coordinating grant-based initiatives with non-profits, organizations, and other units of government.
- Work cooperatively with the Police Department's Office of Management and Policy, the Comptroller's Office and other entities that coordinate the fiscal processing and managing of grants.
- Oversee the overall financial management and reporting of Police Department grants.
- Oversee an Accountant III position.
- Develop all grant documents that are required as part of the annual budget process.
- Represent the Police Department on all grant-related items at Common Council Committee hearings.
- Prepare grant-related resolutions for Common Council approval.
- Perform other duties as assigned by the Police Budget and Administration Manager.

Minimum requirements include a bachelor's degree in business administration or related field; and two years of experience in related grant activities. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

Analysis and Recommendation

To study this position, comparisons were made to other city positions that work with grants including the following.

Title	Pay Range	Rates
Accounting and Grant Specialist	2HX	\$54,865 - \$76,806
Grant Budget Specialist	2IX	\$58,462 - \$81,844
Grant Compliance Manager	2JX	\$62,338 - \$87,270
Health Budget and Administration Manager	1HX	\$70,827 - \$99,154

Note: Residents receive a rate that is 3% higher.

A review of the classifications indicates that the requested level of Grant Compliance Manager in Pay Range 2JX (\$62,338 - \$87,270) is appropriate. There are three Grant Compliance Manager positions in the Community Development Grants Administration Division of the Department of Administration. The basic function of those positions is to provide direct assistance to the Director of the Community Development Grants Administration to assure compliance with the City's Grant Development and Grant Reporting requirements under all of the federal Community Development grant programs; and to acquire and maintain knowledge of all funded programs and procedures, grant regulations, and computer related programs necessary to train and supervise the Grant Monitoring staff and to comply with federal, state and city reporting requirements. Duties and responsibilities include coordinating, or assisting in coordinating, the development and completion of required grant applications and annual reports; preparing various reports that provide a detailed analysis of grant programs and community effectiveness; assisting city departments with identifying grant opportunities; and working with the director to coordinate daily activities of the office including maintaining and preserving program records.

The position under study will also work to assure the city's compliance with grant development and reporting; and be required to acquire and maintain knowledge of all funded programs and procedures, grant regulations, and computer related programs necessary to assure compliance. Duties and responsibilities will include coordinating, or assisting in coordinating, the development and completion of required grant applications and annual reports; preparing various reports that provide a detailed analysis of grant programs and community effectiveness; assisting the Police Department with identifying grant opportunities; and working with the director to coordinate daily activities of the office including maintaining and preserving program records. This position will also represent the Police Department on all grant-related items at Common Council Committee hearings and oversee the work of one position of Accountant III.

It is noted that a significant portion of the work of this position, including identifying grant opportunities and submitting applications for grants, has been performed by a Police Lieutenant. The Police Department wishes to civilianize these functions and add in the general oversight and implementation responsibilities to this position. The Police Lieutenant will be assigned elsewhere in the department.

We therefore recommend the position of Police Planning and Policy Director in Pay Range 1JX (\$80,442 - \$112,627) be repurposed to the classification of Grant Compliance Manager in Pay Range 2JX (\$62,338 - \$82,270).

Action Required – Effective Pay Period 9, 2021 (April 18, 2021)

In the Salary Ordinance,

Under Pay Range 1JX, delete the title "Police Planning and Policy Director".

In the Positions Ordinance,

Under Police Department, Office of Management & Planning, delete one position of "Police Planning and Policy Director"

Under Police Department, Budget & Finance Division, add one position of "Grant Compliance Manager".

Prepared By: Sarah Trotter
Sarah Trotter, Human Resources Representative

Prepared/Reviewed By: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed By: 
Makda Fessahaye, Employee Relations Director