



# MPD RECRUITMENT/VACANCY STRATEGIC PLAN

(Top 3 Areas of Critical Vacancy Needs will be the primary focus for 2017)



Strategy	Strategy is Designed to Close this Gap	Description	Possible Tactics	Team Action Items	Individual/s Responsible	Deadline/s
<p>Priority # 1 Expedite and streamline the process for filling MPD Clerical vacancies.</p>	<p>Due to the fact we have 44 civilian clerical vacancies; 18 within various MPD Departments (i.e. OA II's) and 26 at the various Police Districts (i.e. PDOA's) filling our civilian clerical vacancies is top priority.</p> <p>Police District Office Assistants will be given greater priority over the other clerical positions as critical.</p> <p>Shortage of clerical vacancies in numerous MPD Departments &amp; Police Districts</p>	<p>There are a significant number of MPD Departments/Police Districts that are experiencing a shortage of civilian clerical support which creates significant difficulties with accomplishing tasks to support the various departments/districts.</p> <p>Pay is a real issue and concern with filling our civilian clerical vacancies. This has been an on-going conversation with the Department of Employee Relations. A Pay Study for MPD clerical positions is in progressive with a tentative date of presenting findings and recommendations at the September CSC meeting.</p>	<ul style="list-style-type: none"> <li>MPD Clerical Recruitment – Career Fair is being held at the Police Academy on July 26<sup>th</sup> from 4:00 p.m. – 8:00 p.m. in collaboration with the Department of Employee Relations (DER). Will be able to apply on site. We are also working the MPD Recruiter Katrina Warren to reach out to community based organizations, technical schools, libraries, etc.</li> <li>Each MPD Department will be asked to complete an Intent To Fill Form indicating why it is necessary to fill the position, what impact does the vacancy create on operations, current backlog and whether or not there are alternative work solutions if the position is not filled.</li> <li>MPD Departments have been asked to identify there "critical" clerical needs with the assumption not all clerical vacancies within the same department will be filled.</li> <li>Finding the right fit within for the various Police Districts is equally as important in addition to finding ways to maintain clerical personnel at the various districts.</li> <li>Working closely with DER to ensure timelier clerical job postings.</li> <li>Continue with our current process of Request to fill in a timely manner based on anticipated vacancies.</li> </ul>	<ul style="list-style-type: none"> <li>Work directly with DER</li> <li>Work with MPD Department Heads and District Captains to both identify their critical clerical needs and explore creative options to meeting their clerical needs.</li> <li>OA III internal/ external job announcement in review. Informational sessions are scheduled for 8/8 &amp; 8/10 from 4:00 p.m. -8:00 p.m.</li> <li>OA II Interviews from eligibility list 7-11 thru 7-13</li> <li>OA II MPD Clerical Recruitment Fair –July 26<sup>th</sup> @Police Academy from 4:00 pm-8:00 pm</li> </ul>	<p>MPD HR Personnel Team: Arvis Williams Pamela Roberts Katrina Whittley April Nwandu Mai Xiong DER Representative</p>	<p>70% of identified critical clerical needs vacancies filled by the end of 2017.</p>



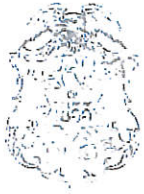


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<p>Continuous Recruitment for MPD Civilian Clerical Vacancies</p> <p>Maintain an eligibility list. A pool of applicants who are both pre-screened and have successfully passed their background check.</p>	<p>There are a percentage of applicants who are unable to pass the background check. Background checks can also take a significant amount of time to complete for a myriad of reasons which can slow the hiring process down.</p>	<p>The advantage/benefits to continuous recruitment will aid in keeping a strong eligibility list-open positions see shorter vacancy times. Continuous recruitment simply means looking for new and better employees all the time and not just when staffing needs are high.</p> <p>Clerical Vacancies: OA II, III, IV and Police Districts Office Assistants</p>	<ul style="list-style-type: none"> <li>Have a pool of pre-screened, interviewed applicants always available to be called for a second interview with the hiring supervisor. Human Resources will need to do continuous recruiting and screening, even when there are no current vacancies.</li> </ul>	<p>Work in collaboration with the Department of Employee Relations</p>	<p>MPD HR Personnel Team: Arvis Williams Pamela Roberts Katrina Whittley April Nwandu Mai Xiong DER Representative</p>	<p>70% of identified critical clerical needs vacancies filled by the end of 2017</p>
<p>Priority # 2 Vacancies in the MPD IT Section</p>	<p>Due to retirements, resignations, long term leave of absences and positions that have been vacant for a long period of time in critical positions within the IT Department it's a critical need to fill numerous IT vacancies as timely as possible.</p>	<p>IT Department Vacancies:</p> <p>IT Support Specialist Seniors Data Communications Specialist Information Services Manager-MPD IT Help Desk Specialist IT Project Coordinator – currently posted on DER Job website.</p> <p>Overall volume and quality of candidates have affected by lower pay ranges than what the industry dictates. Department of Employee Relations is in the process of conducting a city-wide pay study for IT positions with the realization that MPD IT Section is a top priority.</p>	<ul style="list-style-type: none"> <li>Work closely with Director Burki and Kristin Urban, Staffing Manager in the Department of Employee Relations.</li> <li>Help Desk Specialist oral interviews held June 1<sup>st</sup> &amp; 2<sup>nd</sup>.</li> <li>IT Support Specialist Sr. working with eligibility list received from the Fire Dept.</li> </ul>	<p>Meeting is scheduled for Thursday June 22<sup>nd</sup> with Dept. of Employee Relations Staffing Manager and FPC Staffing Manager to develop an aggressive plan of action.</p>	<p>MPD HR Personnel Team: Arvis Williams Pamela Roberts Katrina Whittley April Nwandu Mai Xiong DER Representative FPC Staffing Manager</p>	<p>All vacancies will be filled within the next 4-5 months.</p>



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Priority #3 Facilities Services		<p>Facilities Services Staffing Needs:</p> <ol style="list-style-type: none"> <li>1. Maintenance Technician II vacancies</li> <li>2. Building Maintenance Mechanic II</li> <li>3. Custodial Worker II</li> <li>4. Emergency Vehicle Equipment Installer</li> </ol>	<p>Continue to work with Department of Employee Relations. The following positions are currently posted:</p> <p>Maintenance Technician II – Rick Moore is only interested in filling 1 of the vacancies. Possible under fill vacancy with Bldg. Maintenance Mech. II Todd Wehausen</p> <p>Custodial Worker II – Job has been posted closed on 05/19/17. Exam scheduled for June 7<sup>th</sup> &amp; 8<sup>th</sup></p> <p>Emergency Vehicle Equipment Installer-currently posted on DER website</p>	<p>Continue to work with the Department of Employee Relations on filling the vacancies.</p> <p>DER is currently conducting a Pay Study on the HVAC positions and the Maintenance Technician II position in DPW Water Works which will significantly impact these same positions in other departments.</p>	<p>MPD HR Personnel Team: Arvis Williams Pamela Roberts Katrina Whittley April Nwandu Mai Xiong DER Representative</p>	<p>All vacancies will be filled within the next 4-5 months.</p>
Priority # 3 Telecommunication Division	<p>To manage the day-to-day and strategic direction of the MPD Technical Communication Division, which handles both emergency and non-emergency calls for service.</p>	<p>Emergency Communications Manager. This area is being civilized. Having someone with expertise in this particular area is critical to the Division. The Captain currently assigned to this area is only there temporary.</p>	<p>Continue to work with Dept. of Employee Relations</p>	<p>Position was reposted by DER due to a limited selection of qualified applicants. Posting extend to 6/9/17. T&amp;E rating for 9 applicants scheduled for June 27<sup>th</sup> or 28<sup>th</sup></p>	<p>MPD HR Personnel Team: Arvis Williams Pamela Roberts Katrina Whittley April Nwandu Mai Xiong DER Representative</p>	<p>Vacancy filled within the next 2-3 months</p>





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Other critical vacancy needs being addressed	Increase community presence. Allow Police officers to take higher priority calls.	Community Service Officers - The Community Service Officer is a civilian employee who supports basic police operations by performing a variety of duties that do not require the attention of sworn personnel. Responding to non-emergency, low-priority calls for service, including theft, non-injury traffic accidents or vandalism.	Waiting on approval from FPC at the July 27 <sup>th</sup> Meeting.	Background checks have been completed	MPD HR Personnel Team: Arvis Williams Pamela Roberts Katrina Whittley April Nwandu Mai Xiong DER Representative	Anticipated Start date is August 14th

44 OA II clerical vacancies (filling 70%) would be 31. 31 OA II's - \$452,335.26 (minimum salary)

- IT Support Specialist Senior – 2 vacancies - \$56,766.84
- Data Communications Specialist – 1 vacancy - \$27,432.34
- Information Services Manager –MPD- 1 vacancy – (Midpoint) - \$45,286.93
- IT Help Desk Specialist II – 1 vacancies - \$21,509.15
- IT Project Coordinator – 1 vacancy - \$25,734.41

- Maintenance Technician II – 1 vacancy - \$21,267.48
- Bldg. Maintenance Mechanic II – 2 vacancies - \$40,159.86
- Custodial Worker II – 3 vacancies - \$54,719.34
- Emergency Vehicle Equipment Installer – 1 vacancy - \$20,612.28

Emergency Communications Manager - \$41,740.52

Community Services Officers – 4 vacancies - \$79,035.32

**Total Salary Costs based on 6 months - \$ 886,599.73**