



Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Vacant
Labor Negotiator

Department of Employee Relations

JOB EVALUATION REPORT

Fire and Police Commission Meeting: November 21, 2024

Department of Emergency Communication

Current	Recommended
Administrative Assistant IV PR 5JN (\$60,036 - \$75,045) FN: Recruitment is at \$62,229 (One Vacant Position)	Emergency Communications Project Manager PR 1LX \$96,998 - \$135,794 FN: Recruitment is at \$108,099 (One Position)
911 Dispatcher PR 5LN (\$65,408 - \$81,760) FN: Recruitment is at \$66,716 (One Vacant Position)	

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

The Department of Emergency Communications has submitted a request to repurpose two vacant positions to fund one position that would be a project manager for the department. A job description was provided and discussions were held with Anna Zizzo, Emergency Communications Human Resources Administrator.

Under the direction of the Emergency Communications Director, this position is expected to manage and coordinate the development and implementation of public safety projects. Projects may vary in size and complexity and require the project manager to assess project management methodologies and resources needed to successfully complete these initiatives. This position works with Public Safety stakeholders to identify and define project requirements, scope, and objectives, and provides support to system integration staff throughout the entire process while ensuring adherence to project budgets and schedules. Duties and responsibilities include:

- Works with stakeholders to identify and define project requirements, scope, objectives, and budget.
- Aids in requirement gathering, procurement process, and development of Statement of Work (SOW) and project plan during vendor negotiations.
- Creates and maintains comprehensive project documentation including RFP, contract, SOW, project plan, test plans, and training plans and documents.
- Propose improvement initiatives for 911 response times to life critical incidents.
- Enhance the effective allocation and deployment of staff.
- Streamline workflows and business processes.

- Provide a common operating picture for department and stakeholders to ensure real-time situational awareness and information sharing.
- Manages data delivery processes and execution.
- Acts as central point of contact for all vendors and stakeholders; assigns project tasks to responsible individuals and follows up until completed.
- Identifies and documents risks associated with projects and works with stakeholders and vendors to minimize or eliminate risks when possible.
- Identifies public safety subject matter experts essential to project success and ensures their availability and commitment.
- Coordinates activities, resources, equipment, and information needed for project.
- Tracks progress, budget, and timeline using project management tools.
- Produces regular project status reports keeping management informed; controls scope creep.
- Facilitates technical, administrative, and end-user training.
- May aid in developing training curriculum and manuals, and delivering training.
- Oversees go-live and advises departments and stakeholders on system acceptance.

Minimum requirements include a bachelor's degree in business, project management, computer science, or a closely related field from an accredited college or university. Five years of progressively responsible professional/managerial level experience performing systems engineering or project management functions. Must be able to pass a criminal justice information service (FBI) background investigation and clearance check.

The Department of Emergency Communications has identified the need to create this position as the consultant contract will be ending soon and there is still need for a position that would collaborate with decision makers, coordinate/manage, track and make tactical plans. This role will continue a pivotal role in the transition and establishing of the DEC and its protocols, staffing, etc.

DER Compensation staff made comparisons to internal City positions and determined that the following positions perform work of similar level and complexity to the position of this proposed position:


Classification	Function
Title: Business Systems Manager Pay Range: 1LX \$96,998 - \$135,794 FN: Recruitment is at \$108,099	Consults the Commissioner of Assessments and Chief Assessor on the formulation of department objectives and develop operational plans to achieve those objectives. Responsible for interfacing with other City departments. Train and supervise departmental staff to use and maintain the systems.
Title: Functional Applications Manager Pay Range: 1LX \$96,998 - \$135,794 FN: Recruitment is at \$108,099	Manage the Financial Systems Support division of the Comptroller's Office. Provide application support for PeopleSoft Financials and HRMS, and related systems. Manages and is responsible for the research, specification, implementation, and troubleshooting of functional applications supporting the department.

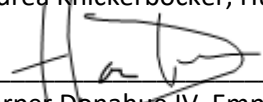
We therefore recommend repurposing the vacant position as an Emergency Communications Project Manager and placing it in Pay Range 1LX (\$96,998 - \$135,794) with a recruitment rate of \$108,099.

Action Required - Effective Pay Period 26, 2024 (December 8, 2024)

* See addendum included in CCFN for Salary and Position Ordinance changes.

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