

REQUEST FOR LEGISLATIVE ACTION

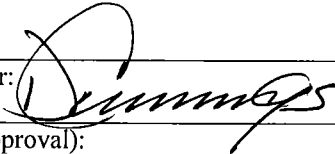
Completed by County Counselor's Office:

~~Res~~/Ord No.: 4579

Sponsor(s): James D. Tindall

Date: October 14, 2013

<p>SUBJECT</p>	<p>Action Requested <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance</p> <p>Project/Title: An Ordinance amending Chapter, 2 sections 285, Jackson County Code relating to position titles and salary ranges in schedule II, miscellaneous positions, for compensation of County employees not within the merit system, and enacting, in lieu thereof, section(s) relating to the same subject.</p>												
<p>BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="326 558 1203 873"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td>\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td> <td>FROM ACCT</td> </tr> <tr> <td></td> <td>TO ACCT</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT		TO ACCT
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<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date): 4206 (4/27/10) 4253a (10/15/10) 4287a (1/11/11) 4339s (9/27/11)</p> <p>Prior resolutions and (date):</p>												
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, & phone): Dan Cummings, JCDF, 816-503-4725</p>												
<p>REQUEST SUMMARY</p>	<p>In order to remain competitive in offering compensation and bring up to date the job classifications for employees of the Jackson County Drug Task Force, a title change for the Micro Technology Support Technician, job reclassification and salary range change for the Administrative Assistant and Property Officer, and a salary range change for the Officer in Charge is being requested. These amendments would make the required changes to Chapter 2 of the County Code to authorize this adjustment.</p> <p>The Officer in Charge salary range would change from \$52,450 - \$86,550 to \$75,000 - \$95,000. The Executive Assistant salary range would change from \$29,580 - \$45,856 to \$41,075 - \$67,775. The Property Officer salary range would change from \$29,580 - \$45,856 to \$42,494 - \$50,856. The Micro Technology Support Technician title would change to Administrative Assistant.</p> <p>These positions are budgeted and therefore the amendments to Chapter 2 does not have a budget impact as any increase in salaries will be funded by salary savings within the current budget.</p>												

CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS		
REVIEW	Department Director: 	Date: 10/8/13
	Finance (Budget Approval): <i>If applicable</i>	Date:
	Division Manager:	Date:
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in ____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



JACKSON COUNTY DRUG TASK FORCE

P.O. Box 392

Blue Springs, Missouri 64015

To: Cathy Jolly, Senior Adviser
From: Dan Cummings, OIC, Jackson County Drug Task Force
Date: October 7, 2013
Subject: Job Evaluation Study

Ms. Jolly,

Per our conversation on 9/4/13 this correspondence is to outline the need to reclassify the job descriptions and salary structures of 4 positions at the Task Force: 1) Executive Assistant, 2) Property Officer, 3) Micro Technology Support Technician and 4) Officer in Charge.

Due to budget cuts and the decrease in funding of Federal Grants the Task Force has been forced to reduce staffing.

Past staffing levels included as many as,

- 1 Officer in Charge
- 3 Sergeants
- 21 Detectives and
- 4 administrative support staff.

Current staffing levels include:

- 1 Officer in Charge
- 2 Sergeants
- 11 Detectives and
- 3 administrative support staff

Reduced funding, especially the reduction of the Federal Justice Assistance Grants, make it necessary to seek other Grant opportunities in an attempt to maintain current funding levels. As no one at the Task Force had experience in obtaining or applying for Grants, that task became the responsibility of the Officer in Charge. As I had no specific training in Grant writing or reporting this job took the majority of my time during the summers of 2012 and 2013. This task became almost a full time job which took away from my day to day responsibilities and duties in the operation of the Task Force.

With the pending retirement of the Executive Assistant in October 2013, a job evaluation study was submitted to the Human Resources Department for review. Additional skills with Grant experience and/or training and the accounting skills needed for the Grant reporting process are required. After review the evaluation was returned with a recommendation and approval.

In addition to the new job classification I would request a salary increase for the Executive assistant position. The salary increase would attract and keep well qualified candidates for the position and would be commensurate with the qualifications and skills required to perform the job. The salary requested would be in the range of \$41,075.00 / \$67,775.00 annually depending on the experience and qualifications of the candidate.

Additional duties and responsibilities added to the Executive Assistant include:

- Assisting the Officer in Charge in searching, applying for and writing new Grant opportunities
- Applying for renewals of current Grants,
- Prepare and submit for review to finance Grant reimbursement forms and prepare all other Grant reports as required.

Also, a job evaluation study on the Property Officer's position was submitted to the Human Resources Department for review. This evaluation study was returned with a recommendation and approval.

In past practice this position has been a civilian position responsible for the oversight of inventory and control of property and evidence collected by Detectives as a result of a criminal drug investigation. This is no longer the case. The Property Officer's job duties are no longer that of just a civilian property officer. Detective Joe Herrera is currently the Property Officer for the Task Force. He is a retired Kansas City Police Detective, is P.O.S.T certified and a commissioned as a Police Officer by the Sheriff of Jackson County. As a certified Police Officer with full powers of arrest Detective Herrera is often called upon to assist other Detectives with covert surveillance operations and the arrest of suspects.

Additional skills and responsibilities of the Property Officer include:

- Locate and arrest suspects
- Investigate criminal drug activity
- Use of criminal data bases, such as REJIS, MULES, and NCIC to extract information in regards to arrest warrants and suspects including intelligence information.
- Compile and write police reports for any and all criminal activity in which he has participated in the investigation.
- Skill in the rapid assessment of facts of a situation by choosing an appropriate course of action, including situations that could be life threatening.
- Skill in techniques for counter surveillance of undercover agents, suspects, and confidential informants
- Knowledge used in the rescue of undercover agents and confidential informants.
- Provide legal security for the transportation of and control of large sums of money and narcotics confiscated through illegal drug transactions.

Additionally, I am requesting a salary change for the Property Officer position. Again, the salary should be commensurate with the qualifications and skills required to perform the job, in order to keep and attract well qualified candidates for the position.

Detective Herrera has been employed with the Task Force for over 9 years. As a result I would request that his salary be that of a "Deputy 2" in the Jackson County Sheriff's Department pay structure for a Deputy with minimum of 8 years' experience. That salary range is \$42,494.00/ \$50,856.00 annually.

The duties of the Micro Technology Support Technician have been reviewed as well. The job duties and salary range are commensurate with the job duties and do not require any updates or changes. I would only request the title of the position be that of "Administrative Assistant" which more accurately describes that position.

The Officer in Charge position was also reviewed. The title and job duties do not require any changes or updates. The salary range should be updated to more reflect the current market rate of Police Command Staff of the major Police Departments in the metropolitan area. That range should be \$75,000.00/\$95,000.00 annually. This salary structure would attract and retain well qualified candidates for the position. Again, the salary would depend on the qualifications, experience and training of the candidate.

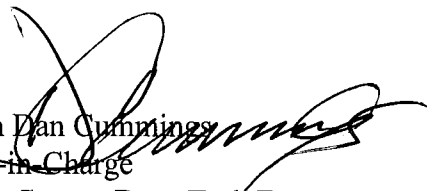
The increase in salaries would require no additional funding for the Task Force. The Task Force moved to a new office location in 2011. The new location monthly rent savings is \$1,500.00 per month. The savings in utilities is approximately \$490.00 a month.

The Task Force created a secure facility in the new building to store recovered property and evidence. Previously, the Task Force evidence storage facility was located off-site. With the new storage facility at the new building the off-site facility was no longer needed. Rent for the off-site facility was \$1,000.00 per month.

The annual savings from the move to the new facility is approximately \$35,880.00. This is the funding source for the new salary schedules.

Initially, the salary increase for the property Officer will be approximately \$8,320.00/ year. The increase in salary for the Executive Assistant is yet to be determined and will depend on the qualifications and training of the individual applicant. Currently the Administrative Assistant salary is \$42,765.00/year. The future Administrative Assistant's salary will vary depending on the person hired. However, worst case salary increase would be \$25,010.00. The total salary increase would be approximately \$33,340.00.

The above salary totals are based upon the salaries requested within this report and obviously, dependent upon approval by the County Administrators.


Captain Dan Cummings
Officer-in-Charge
Jackson County Drug Task Force