

Police Pension Board Meeting

May 7, 1987

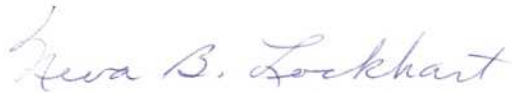
The Police Pension Board met at 3:00 p.m. May 7, 1987, at City Hall. Members present were Finance Director Allen Sartin, Police Representative Harvey Gorby, and City Clerk Neva Lockhart. Also present was Personnel Director Claudia Hazelhurst.

The meeting was called to consider corrections and changes to pensions regarding retirees Robert Cross and Richard Safford.

It was moved by Mr. Gorby and seconded by Mrs. Lockhart that the Personnel Director correct the overpayment of \$240 to Robert Cross. Motion carried.

Mrs. Hazelhurst reviewed the three job descriptions for the Senior Records Clerk. Mr. Gorby felt that Mr. Safford's position and the present position were comparable. Mrs. Hazelhurst noted that Mr. Safford's pension has been maintained at ten percent above the records clerk. It was moved by Mrs. Lockhart and seconded by Mr. Gorby to reevaluate once the position has firmed. Motion carried. It was moved by Mr. Gorby and seconded by Mrs. Lockhart that the overpayment of \$4.00 to Mr. Safford be waived. Motion carried.

There being no other business to come before the Board, the meeting was adjourned.



Neva B. Lockhart
City Clerk

News

5-7-87

MEMORANDUM

DATE: May 5, 1987

TO: Police Pension Board Members

FROM: Claudia Hazelhurst, Personnel Director *ch*

SUBJECT: Corrections and/or Changes To Pensions -
Robert Cross and Richard Safford

During the course of the audit of FPPA payments to police pension recipients an error was found in the pension being paid to Robert Cross. The City had authorized a pension of \$1422 per month. FPPA issued the pension at \$1442 per month resulting in a \$240 overpayment.

The second issue which should be brought to your attention is the matter of Richard Safford's pension. Mr. Safford retired in 1985 from a position as Senior Records Clerk. Subsequent to his retirement, the Records Division was reorganized due to the belief that the section could not operate effectively with a working supervisor. The Senior Records Clerk position was eliminated and a temporary Records and Data Administrator position was added. An evaluation as to the effectiveness of the change was to occur in 1985 with a decision as to the permanency of the change to occur by 1986. During the course of budget cuts for 1986, the Records and Data Administrator position was eliminated and a Police Sergeant was moved into the Records Division to supervise the operations. In 1987, a Senior Records Clerk position was again approved. After lengthy discussion as to what job content and corresponding pay should be, this position was changed to a Records Administrator.

Richard Safford has been in contact with me inquiring as to whether his pension should be based on the salaries of positions which supervised the Records Division since his retirement. In fact, his pension has been based on a rate 10% above that of Records Clerk which is consistent with the pay differential which existed at the time of his retirement. This resulted in no pay adjustment in 1986 due to his being over the "proficient rate". In 1987, with the job content and pay issue of the Senior Records Clerk/Records Administrator unresolved, he was given one half of the pay increase granted all employees.

If we were to change the position comparison, following is a summary of the underpayments.

	Safford	Incumbent	Pension Difference	
	Base Pay		./Mo	/Yr.
1985	\$1598	\$1749	\$ 75.50	\$ 906.00
1986	\$1598	\$2680	\$541.00	\$6492.00
1987	\$1669	\$1708	\$ 19.50	\$ 78.00 YTD

It should also be mentioned that Safford's 1987 pension was incorrectly set at 835.50 as opposed to 834.50 which has resulted in a \$4.00 overpayment through April, 1987.

It is my recommendation that the Board only consider the position comparison issue for 1987 since the temporary Records Administrator in 1985 and the assignment of the Police Sergeant to the Records Division in 1986 were interim measures.

The Police Pension Board will need to reach a decision on the above matters. A board meeting has been scheduled for Thursday, May 7, 1987, at 3:00 p.m. in the City Manager's Conference Room. Should you need additional information prior to that time, please let me know.

/ch

CITY OF GRAND JUNCTION
Police Records Clerk, Senior

General Statement of Duties: Performs a variety of complex clerical work required to compile, process and maintain the police records system.

Supervision Received: Works under the general supervision of an administrative superior.

Supervision Exercised: Exercises general supervision over Records Clerks.

Examples of Duties: The listed examples of duties may not include all of the duties found in this class.

Assigns work and rate performance of records clerks and train less experienced unit personnel.

Processes daily police officer incident reports including the assignment of sequential case numbers to cases, the classification of criminal incidents, the preparation of case folders and the reproduction and distribution of cases.

Prepares statistical analysis of crime and accident data from cases for inclusion into a variety of detailed daily, monthly and yearly departmental reports, Federal Uniform Crime Reports, state reports, etc.

Files completed case folders into the departmental records system for future reference, for the addition of follow-up reports, the posting of case dispositions, etc.

Prepares and maintains a variety of files and cross-index files including victim card files, stolen property files, fingerprint files, deceased persons files, etc., as required to maintain complete reference and operational records of the Grand Junction Police Department.

Searches departmental files to locate data and information requested by operational police personnel, outside law enforcement agencies, insurance firms, attorneys, etc.

Prepares written form and narrative requests for information as required.

Processes information received from area, state, and federal law enforcement agencies for possible inclusion into departmental records.

May microfilm departmental records and reports for storage.

Assists departmental visitors including the answering of routine inquiries, reproducing and selling copies of reports, directing visitors to proper individuals or divisions, civil fingerprinting, etc.

May provide miscellaneous clerical support to departmental personnel including typing of reports, filing, etc.

Consults with supervisor to develop and/or modify unit practices and procedures.

May answer departmental telephones as required.

Prepares data and records for police officers' court appearances as required.

Performs related duties as necessary or required.

Minimum Qualifications

Required Knowledge, Skills and Abilities: Requires a thorough working knowledge of office practices and procedures.

Ability to operate standard office machines and must type a minimum of 40 C.W.P.M.

Ability to file materials in alphabetical and numerical order.

Ability to prepare a variety of detailed records and reports including statistical reports requiring accuracy and independent judgement.

Ability to establish and maintain effective working relations with co-workers, superiors and the public.

Ability to supervise and train lower level records clerks.

Education: High school graduation or the equivalent.

Experience: Three (3) years experience as a records clerk which includes the processing of a variety of source documents including supervisory experience

or

any equivalent combination of education and experience.

RECORDS AND DATA ADMINISTRATOR

*Temporary
Sommerhaus*

General Statement of Duties: Performs administrative, supervisory and technical duties involved in the planning, direction and coordination of activities of the Records Section, including review of data and records management system, employee training, budgeting and purchasing.

Supervision Received: Works under the general supervision of the Services Division Commander.

Supervision Exercised: Supervises Records personnel.

Example of Duties: The listed examples of duties may not include all of the duties found in this class.

Plans, directs, supervises and coordinates the operation of the Records Section.

Review and coordinate inter-departmental correspondence and data flow.

Review, coordinate and revise as necessary intra-departmental correspondence and data flow.

Prepare and administer the annual budget for the Records Section.

Investigates personnel problems and procedures within the Records Section.

Evaluates the performance of all subordinate personnel.

Performs other duties as necessary and required.

Minimum Qualifications:

Knowledge, Skills and Abilities:

Considerable knowledge of modern records storage, retention and retrieval techniques.

Knowledge of general administrative procedures and techniques.

Ability to supervise others effectively.

Ability to prepare and administer an annual budget.

Ability to work effectively with other officials, employees and the general public.

Ability to interpret and apply laws, rules and regulations relative to the work performed and services provided.

Education: Mandatory high school graduate or equivalent; occupational related college courses or equivalent desirable.

Experience: Prior work experience and/or supervisory experience in a records retention function. Knowledge of computer systems desirable. Police Records experience preferred.

CITY OF GRAND JUNCTION
Records Administrator

General Statement of Duties: Performs administrative, supervisory and technical work involved in the planning, direction and coordination of activities of the Records Division.

Supervision Received: Works under the general supervision of a shift lieutenant.

Supervision Exercised: Exercises supervision over records personnel, including volunteer and cadet personnel.

Examples of Duties: The listed examples of duties may not include all of the duties found in positions of this class.

Plans, directs and coordinates the operation of the Records Division; effects productivity improvements of the division through computerization, training and other methods.

Reviews, coordinates and revises inter and intra-department correspondence and data flow.

Supervises Records personnel to include the evaluation of performance, the administering of discipline, the training of personnel, the scheduling of personnel and the resolution of personnel problems and procedures.

Researches, analyzes, evaluates and plans for current and long-range operational needs of the Records Division.

Prepares the annual budget for the Records Division. Oversees the acquisition of supplies and equipment and monitors expenditures of the Division.

Supervises all recordkeeping and prepares or supervises the preparation of required reports, including statistical analyses. Follows up on licensing to ensure compliance with applicable ordinance.

Performs duties of a records clerk as necessary.

Performs related duties as necessary or required.

Minimum Qualifications

Required Knowledge, Skills and Abilities: Requires considerable knowledge of modern records storage, retention and retrieval techniques.

Working knowledge of general administrative procedures and techniques.

Ability to effectively communicate verbally and in writing.

Skill in operating standard office machines, personal computers and other automated systems related to job assignment.

Records Administrator

Ability to supervise.

Ability to train assigned personnel.

Ability to prepare and administer an annual budget.

Ability to interpret and apply laws, rules and regulations relative to the work being performed.

Ability to establish and maintain effective working relations with superiors, subordinates and the general public.

Education: High school graduation or equivalent supplemented with college course work in Business Administration or other field related to job assignment.

Experience: Three (3) years of responsible work experience in the preparation and processing of a variety of source documents, including one year of supervisory experience. Experience in the processing of criminal records preferred.

OR

Any equivalent combination of education and experience.