

**RESOLUTION  
RECLASSIFY POLICE CLERK TYPIST  
TO POLICE ADMINISTRATIVE CLERK**

**WHEREAS**, in an effort to maintain a consistent and fair pay structure for employees, the City of Manitowoc implemented the Performance Management and Compensation plan in September 2019; and

**WHEREAS**, the Police Clerk Typist position has assumed more responsibilities since the adoption of the original Pay Plan in 2014, and the job description has been revised and has been evaluated by Carlson Dettmann and the Human Resources Director; and

**WHEREAS**, the Personnel Committee has unanimously approved revising the job title and job description of the Police Department Clerk Typist to a Police Department Administrative Clerk at a meeting held on Monday, April 5<sup>th</sup>, 2021; and

**WHEREAS**, Carlson Dettmann has recommended placement of this position with its newly revised title and job description from Grade E to Grade F on the Compensation Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Common Council of the City of Manitowoc to approve the attached revised job description and the reclassification of the Police Clerk Typist to Police Administrative Clerk from Grade E to Grade F effective upon passage of this Resolution.

**BE IT FURTHER RESOLVED** that the employee in this position have her compensation moved from Grade E to Grade F, effective April 20, 2021, in accordance with the Employee Policy Manual.

INTRODUCED \_\_\_\_\_

ADOPTED \_\_\_\_\_

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Justin M. Nickels, Mayor

APPROVED \_\_\_\_\_

This resolution was drafted by Kathleen M. McDaniel, City Attorney

Fiscal Impact:	\$7,043.38
Funding Source:	Various savings in 2021 Police Budget due to open positions
Finance Director Approval:	/SMA
Approved as to form:	/KMM