

14-1145a.

2014

**Community Service Worker
Replacement
Justification Report**

Submitted by: Oscar Dick
Date: 05-22-2014

History

Community Service Worker II is a non-sworn, civilian position with limited supervisory authority. It is a position that can trace its roots from 2 positions of the city of Manitowoc. One was the Parking Attendant and the other was the Police Aid.

In 1983 the primary responsibility of the Parking Attendant was to enforce parking restrictions in the down town area. Parking time limits were regulated by parking meters and time zones. This responsibility was supplemented by 2 full time dayshift police officers and an additional 4 hours of 2nd shift police officers. Eventually the parking meters were phased out and the time zones were changed to allow the patrol officer to be assigned to other duties.

In 1983 the Police Aid was a “gofer” position. It was an entry level job that required the person to perform light maintenance on the fleet of squads, pick up abandoned property, and investigate animal calls for service. This lower wage earning position freed up time for the higher wage earning police officers to perform other duties. The job description for the Police Aid was updated and responsibilities added around 1998. At that time the position name was changed to Community Service Worker.

In 2009 the job description for the Parking Attendant was updated. Supervisory authority was added so this person would have authority to assign work to the Community Service Worker, seasonal interns, and volunteers. This position was renamed Community Service Worker II.

In 2012 the city dealt with a citywide financial shortfall resulting in public employee lay-offs. This lay-off included the Community Service Worker I employee. The responsibilities of Community Service Worker I were divided up between shift supervisors, police officers, interns, volunteers and the Community Service Worker II.

Position Wage and Job Description

The job description for the Community Service Worker II will be uploaded to the Granicus Program for your review. The job description was updated in 2013.

Currently, the Community Service Worker II wage is \$20.12 per hour. The City of Manitowoc Compensation Analysis lists the recommended wage for this position in Pay Band E on page 3 of the City of Manitowoc 2014 Recommended Grade Order List. The pay scale for this position runs from \$15.26 to \$20.19 per hour. The starting wage and pay rate for the first 6 months of employment for this position is \$12.97 or 85% of the step one wage which is \$15.26.

Summary

The Community Service Worker II position has evolved to include supervisory and training responsibilities for paid interns, unpaid interns, and volunteers. That person can be an intricate part of the support staff that allows higher paid supervisors to attend to matters of a higher level of importance. This individual will also participate in day to day activities that will allow police officers more time to focus on policing instead of maintenance issues and calls for service that do not rise to the level of criminal or ordinance violation.

The individual who currently holds this position will retire from employment with the City of Manitowoc, in good standing, on June 27th, 2014. I believe this position vacancy should be filled and am asking the committee to approve filling the vacancy of this fully budgeted full-time position.