

# | Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: May 25, 2021

## Item Details

Presenter(s): Mary Beth Manville, Human Resources Director

Department(s): Human Resources

### Requested Motion

Motion to approve the reclassification of the Police IT & Records Manager position, Grade 26, to Police Records Supervisor, Grade 19.

### Approval Recommended?

Yes

### Item Details

The Police Department's "Police IT & Records Manager" position, salary grade 26, was vacated in December 2020. Through an agreement between the Police and IT Departments, the IT functions of the position were absorbed by the IT Department to maintain consistent IT practices across the organization. The need for the records and supervisory functions of the position remain; however, the position title and grade need to be changed to more accurately reflect the duties of the position.

Staff recommends the title and grade of the Police IT & Records Manager, salary grade 26, be changed to Police Records Supervisor, salary grade 19. This is a title and grade change only, with no impact to budget or position authorization count.

### Attachments

- N/A

