



Agenda Memo

Crest Hill, IL

Meeting Date: 05-08-2023
Submitter: Police Chief Edward Clark
Department: Police Department
Agenda Item: Replacement/Promotion of Records Supervisor

Summary: Police Records Supervisor Timi Tucker is retiring as of 05-05-2023. When we learned of her intentions, we began the process of searching for a replacement. This process was in step and working with Employee Relations Manager Lindsay Cabay. We had 122 applications and narrowed down the search to 16 candidates. We held interviews with 12 candidates on April 19 & 20, 2023. The list was then narrowed down to 3. The final interviews were conducted on April 25, 2023.

After much discussion and contemplation, it was determined that our current Police Clerk Mandy Scherbing was the choice to fill the position. Clerk Scherbing has been with the city since 2020 and has done a great job for the Police Department. She is efficient and proficient in many aspects of the Records Department.

Salary: I am asking that Clerk Scherbing begin her new responsibilities at an hourly rate of \$30.77 or \$64,000.00 annually. This salary is within the Gov HR Range. Her current salary is \$25.44 hourly (May 1, 2023) or \$52,915.20 yearly. We believe this salary reflects the importance and responsibility involved in the position. This will also be a cost savings for the city, as Timi Tucker was at the higher end of the salary range, and we will need to bring in a replacement for Clerk Scherbing. That person would start at step one. I look forward to presenting this to you at the work session.

Recommended Council Action: Approval of promotion of Clerk Scherbing

Financial Impact: \$64,000 Annually

Funding Source: General Fund

Budgeted Amount: \$78,365.00

Cost: \$64,000 Annually

Attachments: