



REQUEST FOR COUNCIL ACTION

AGENDA DATE: August 26, 2024

AGENDA ITEM: Consider authorizing Human Resources to advertise for part-time Hospital Security Officers and to begin the process of interviewing and hiring for part-time Hospital Security Officers

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

Currently, the Police Department has an open full-time Security Officer position and an open full-time Lead Hospital Security Officer position. We currently have four (4) part-time Hospital Security Officers but are requesting to add additional part-time employees to our roster. These part-time positions will cover for our full-time Security Officers in their absence and will help reduce overtime costs.

Newly hired part-time Security Officers will need to successfully complete and pass a background check, pre-employment medical exam, psychological exam, and drug screening.

Due to the two open positions within the department, there is likelihood that the City may need to hire two (2) Security Officers, based on applications we anticipate receiving for the Lead Hospital Security Officer position. In the event this occurs, we are requesting authorization for Human Resources to use the same pool of applications received from the Security Officer posting, for this additional posting that may become available from the hiring of the Lead Hospital Security position.

All costs associated with these positions are included in the 2024 budget.

REQUESTED COUNCIL ACTION:

Make a motion to authorize Human Resources to advertise, interview, and hire for part-time Security Officers, and to authorize Human Resources to use the same pool of applications received from the Security Officer posting, in the event the City has an additional open Security Officer position, due to the hiring of the Lead Hospital Security Officer.