



## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** October 28, 2024

**AGENDA ITEM:** Consider approving structure change with Hospital Security Staff, revised job description for Lead Hospital Security Officer, and appointment to open positions.

**PREPARED BY:** Chery Pierzina, Human Resources Officer

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### **BACKGROUND:**

We currently have five (5) full-time hospital security staff as follows: Lead Hospital Security Officer (1 position) and Hospital Security Officer (4 positions). We have recently held interviews for the Lead Hospital Security Officer position, which is open due to an upcoming retirement, and Hospital Security Officer, which is open due to a resignation. Seven applicants were interviewed for the Lead Hospital Security Officer, two of which are internal candidates. Three interviews were held for the open position of Security Officer.

After conducting Lead Hospital Security Officer interviews, Administration and the GRPD met to review the current structure of hospital security officers and their related duties. We are fortunate to have two outstanding internal applicants for the Lead Hospital Security Officer position; therefore, we are proposing to modify the structure of hospital security staff to Lead Hospital Security Officer (2 positions) and Hospital Security Officer (3 positions). The Lead Hospital Security Officer positions would act in a dual lead capacity with additional duties added to the job description for this role. This structure does not increase the number of employees working in security. This revised structure change does have the support of Grand Itasca Administration. The financial impact of two (2) Lead Hospital Security Officers and three (3) Security Officers, based on rates of pay and longevity, would not result in a significant increase in salary/benefits in 2025.

Attached is a draft of the revised job description for the Lead Hospital Security Officer position, if this structure change is approved. Additional duties have been added to the Lead Hospital Security Officer position, which will provide additional help and resources to our current staff. A highlighted version of the revised job description is included for reference.

If the new hospital security structure is approved, we would like to appoint the following:

Appoint Jared Anderson to the position of Lead Hospital Security Officer, with six (6) years of experience, and an hourly rate of pay of \$30.1080, beginning October 29, 2024.

Appoint Christina Davis to the position of Lead Hospital Security Officer, with two (2) years of experience, and an hourly rate of pay of \$27.3028, beginning October 29, 2024.

Appoint Samuel Grigsby to the position of Full-Time Security Officer, upon successful completion and passing of a background check, pre-employment medical exam, psychological exam, and drug screening, with an hourly rate of pay of \$23.67, and a start date to be determined based on the length of time to successfully complete and pass the pre-employment requirements listed above.

Appoint Heather McNally to the position of Part-Time Security Officer, upon successful completion and passing of a background check, pre-employment medical exam, psychological exam, and drug screening, with an hourly rate of pay of \$17.7038, and a start date to be determined based on the length of time to successfully complete and pass the pre-employment requirements listed above.

We will have one open Full-Time Security Officer position, which will be filled at a later date.

**REQUESTED COUNCIL ACTION:**

Make a motion to modify the structure of hospital security staff to Lead Hospital Security Officer (2 positions) and Hospital Security Officers (3 positions) beginning October 29, 2024; Approve the revised job description for Lead Hospital Security Officer effective October 29, 2024; and Appoint employees to their designated roles with corresponding start date and rates of pay, as listed above.