



## **REQUEST FOR COUNCIL ACTION**

**AGENDA DATE:** September 13, 2021

**AGENDA ITEM:** Consider posting a Police Department Administration Assistant position.

**PREPARED BY:** Lynn DeGrio

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### **BACKGROUND:**

With the recent conditional offer of employment to Janell Hecimovich to the Police Officer position, we would like to fill an Administrative Assistant position in the Police Department. This will be an internal posting open to all qualified applicants currently represented by the Clerical Union.

The position to be vacated is the Administrative Assistant/Communications Specialist position; however, we will be filling the Administrative Assistant position only.

We would like to post the position from September 14, 2021 until Monday, September 20, 2021 at 4:30 PM. We will come back to the City Council at a later date with a recommendation for hire.

This is a budgeted position in the 2022 Budget.

### **REQUESTED COUNCIL ACTION:**

Make a motion to authorize City staff to begin the process of filling the Administrative Assistant position in the Grand Rapids Police Department.