



REQUEST FOR COUNCIL ACTION

AGENDA DATE: December 2, 2024

AGENDA ITEM: Consider appointment of Angela Hill to the Grand Rapids Police Department Administrative Assistant position.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

The City of Grand Rapids recently posted and interviewed for the open position of Administrative Assistant for the Grand Rapids Police Department. We received nine (9) applications and interviewed six (6) of the applicants. The qualifications and credentials of these applicants was very impressive. After deliberation, the hiring committee, consisting of Chief Andy Morgan, Captain Kevin Ott, Captain Jeremy Nelson, and myself, are recommending the appointment of Angela Hill to the position of Administrative Assistant with the Grand Rapids Police Department, subject to successful completion and passing of a background check, and pre-employment drug screening.

Angela Hill brings over ten (10) years of legal secretarial experience. She has BCA Certification. She is a proficient user of Zeurher and Oddysey, as well as many other programs and software that will be used in this position. Angela has extensive experience working in criminal and civil cases, she frequently works with court personnel, and has prepared and processes legal documents and papers. She will be a great fit for the Police Department.

REQUESTED COUNCIL ACTION:

Make a motion to appoint Angela Hill as Administrative Assistant with the Grand Rapids Police Department, subject to successful completion and passing of a background check and pre-employment drug screening, in accordance with the attached offer letter, and a starting date determined based upon the length of time to successfully compete and pass the pre-employment conditions listed above.