



REQUEST FOR COUNCIL ACTION

AGENDA DATE: September 27, 2021

AGENDA ITEM: Consider the appointment of Rebecca Sutherland to the full-time Administrative Assistant position in the Grand Rapids Police Department.

PREPARED BY: Lynn DeGrio

BACKGROUND:

With the recent promotion of Janell Hecimovich from the Administrative Assistant-Communications Specialist position to Police Officer, we need to fill an Administrative Assistant position.

At the September 13, 2021 City Council meeting, the City Council authorized City staff to post the vacancy internally. Rebecca Sutherland is currently a part-time Records Technician-Transcriptionist and has expressed interest in this position. We would like to promote her to from Class 2 Records Technician-Transcriptionist to Class 3 Administrative Assistant in the Police Department.

Becky has been working for the Grand Rapids Police Department for almost two years. After filling in this summer on a full-time basis while Janell was at Skills Training, she realized that she wanted to work full time whenever the opportunity arose. We are confident that Becky has the skills necessary to do the job.

This is a bargaining unit position and the wage and benefits are subject to the terms of the union contract. Therefore, Becky's new wage will be \$21.88 per hour effective October 1, 2021.

REQUESTED COUNCIL ACTION:

Make a motion to appoint Rebecca Sutherland to the position of Administrative Assistant – Police Department effective October 1, 2021 at a rate of \$21.88 per hour.