



REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 27, 2025

AGENDA ITEM: Consider Employee Status Change for a Hospital Security Officer from part-time to full-time.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

On October 28, 2024, the City Council approved a structure change for Hospital Security staff was approved, as well as revised job descriptions, and appointments to open Hospital Security Officer positions. At this meeting, Heather McNally was appointed to the position of part-time Hospital Security Officer.

Heather McNally initially applied for the position of full-time Hospital Security Officer. After some consideration, Heather determined she would initially rather work as a part-time Hospital Security Officer for the time being. Heather is currently working on a part-time basis and is now available to work full-time. The interview committee is recommending changing the status of Heather McNally from part-time Hospital Security Officer to full-time Hospital Security Officer, which is classified as a Class 7, 8GR, effective January 31, 2025, with an hourly rate of pay of \$24.3801. Heather has previously completed and passed all pre-employment conditions of employment, when she was appointed to the part-time position.

Heather is very involved in our community. She's been part of the Police Reserves, always going above and beyond. Some of the skills she brings to the table include OSHA compliance, First Aid, CPR, taser, tactical, and CJIS. She is an excellent communicator and truly cares about making a difference in our community.

Because of this employee status change, we will have an open PT Hospital Security Officer position. We are requesting authorization for Human Resources to begin the process of posting, advertising, interviewing, and hiring for the open position of PT Hospital Security Officer.

REQUESTED COUNCIL ACTION:

Make a motion to change the employment status of Heather McNally from part-time to full-time Hospital Security Officer, Class 7, 8GR, effective January 31, 2025, with an hourly rate of pay of \$24.3801, and authorize Human Resources to begin the process of posting, advertising, interviewing and hiring for the open position of PT Hospital Security Officer.