



## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

**SUBMITTER:** Jennifer Harrell

**MEETING DATE:** February 5,2026

**AGENDA SECTION:** CONSENT

**DEPARTMENT:** Human Resources

**TITLE OF ITEM:** Reclassify the Police Administrative Assistant III – Program Manager to Police Accreditation Coordinator, *Jennifer Harrell, HR Director*

### **SUGGESTED MOTION(S):**

I move City Council adopt the Police Accreditation Coordinator position as presented.

### **SUMMARY:**

The City hired a Human Resources Consultant to study Administrative Assistant classifications across all departments. After thorough review, it was determined all but one of the positions should remain classified as is. The Consultant recommended the Police Administrative Assistant III- Program Manager be reclassified to a Police Accreditation Coordinator. An analysis of the position determined that the scope, complexity, level of responsibility, and required knowledge, skills, and abilities have increased beyond those originally assigned to the position.

Staff propose the position move from Police Administrative Assistant III- Program Manager in grade 14 to Police Accreditation Coordinator in grade 16.

**Budget Impact?** \$3,579

**Is this expenditure approved in the current fiscal Year budget?**

**If no, describe how it will be funded.**

**ATTACHMENTS:** Police Accreditation Coordinator job description