



# MEMO

## Human Resources

To: Finance & Personnel Committee  
From: Elisa Hodge, Human Resources  
Date: 5/5/2025  
Re: Records Assistant Vacancy

### **Background information:**

Part Time Records Assistant – Police Department, A. Nushart, has resigned effective 4/18/2025. The part-time Records Assistant position is budgeted for 25 hours/week.

The Police Department, with the support of Human Resources, proposes converting one of the part-time Records Assistant positions to a full-time position and then filling the position internally. The department has evaluated the work and determined that the work would still be fully covered by:

- Reallocating 15 of the 25 part-time hours to a current position that is also budgeted for 25 hours currently. This brings the existing position up to 40 hours per week and a full-time designation.
- Reallocating 4 of the 25 part-time hours to another existing part-time position. This brings this existing position up to 29 hours per week and remains a part-time designation.

The full-time position is anticipated to garner longer retention for a person in the position over a part-time classification, which will reduce the time to recruit, train, and bring a new person up to an independent level on the team.

### **Strategic Plan:**

People Management – Reducing turnover and attracting and retaining talent is a key point in the Strategic Plan. It is important that we evaluate what classification for positions we have to ensure coverage of necessary work, as well as being mindful of

the additional costs outside of pay rates, such as benefits, taxes, and ongoing recruiting and training to backfill.

**Budget:**

\$6,300 annualized increase to costs to the Records Assistant, approximately \$4200 for the remainder of 2025. This is primarily due to the increase in health insurance premiums covered by the employer for full-time vs. the portion covered for part-time status.

**Staff Recommended Action:**

Staff seeks authorization from the Finance and Personnel Committee to convert a part-time Records Assistant position to full-time and to fill it internally.