



TO: Civil Service Commission  
FROM: Michelle Sutherland, Secretary Examiner  
DATE: April 9, 2026  
SUBJECT: New Police Records Supervisor Position

## **Background**

The Fire Department Executive Assistant position is currently classified as a senior-level administrative support role intended to provide executive coordination, confidential administrative assistance, and operational support to department leadership. As structured, the classification emphasizes functions such as scheduling, correspondence management, records coordination, and administrative project support, with limited responsibility for independent decision-making, policy development, or financial oversight.

In contrast, the Police/Fire Administrative Manager position is established as management classification with a significantly broader scope and authority. This role encompasses independent decision-making, departmental budget development and oversight, policy and procedure development, human resources coordination, labor agreement interpretation, and ensuring compliance with applicable regulatory and legal requirements. The Police/Fire Administrative Manager serves as a strategic advisor to the Chief and command staff, and functions as a key liaison with internal departments, including Human Resources and Finance.

During the recent recruitment process for the Police Administrative Manager position, staff conducted a review of Fire Executive Assistant administrative functions. This review identified a clear and material misalignment between the current classification of the Fire Department Executive Assistant position and the actual scope of duties being performed. The incumbent is routinely performing responsibilities that align with the Administrative Manager classification, including budget coordination, policy development, interdepartmental coordination, and operational oversight.

This misalignment has created an internal equity concern, as comparable positions within the Police and Fire Departments are classified and compensated differently despite performing substantially similar work at a comparable level of responsibility and decision-making. Maintaining the current classification structure also presents organizational risk, including challenges related to recruitment and retention, as well as potential inconsistencies with established classification standards.

## **Recommended Action**

It is recommended that the Civil Service Commission approve the reclassification of the Fire Department Executive Assistant position to the Fire Department Administrative Manager classification.

This recommendation is based on a thorough analysis of the duties currently assigned to and performed by the position, which clearly align with the scope, complexity, and level of responsibility associated with the Administrative Manager classification. The role is functioning at a management level, exercising independent judgment, supporting departmental operations strategically, and serving as a critical advisor and liaison on administrative, financial, and human resource matters.

Approval of this reclassification will:

- Promote internal equity by aligning the Fire Department position with the Police Administrative Manager classification performing comparable work.
- Accurately reflect the scope of responsibility currently assigned to the position, including budget oversight, policy development, and cross-departmental coordination.
- Strengthen organizational effectiveness by formally recognizing the position as a management-level role with appropriate authority and accountability.
- Mitigate organizational risk associated with misclassification, including compensation disparities and challenges in recruitment and retention.

This action aligns the City's classification framework with actual operational needs and reflects best practices in public sector human resources management, which require positions to be classified based on the duties performed rather than title alone.

Accordingly, staff recommends approval of the proposed reclassification with the support of City Administrator Simmons.

### **Alternatives**

No alternatives suggested