



WATERTOWN POLICE DEPARTMENT

Robert W Kaminski, Chief of Police

To: Finance Committee

From: Chief Robert Kaminski

Date: 08/17/2023

Subject: Job Description and JDQ review of Police Department Positions

Dear Committee Members,

The review of administrative assistant job positions brought to light that several of the positions within the police department do not fall within that category of administrative assistant or clerk. The positions were included in the review project but have been called out for specific evaluation. The positions are:

Community Service Officer

Investigations Technician

Clerk Typist

Records Clerk

To move forward with budgeting for 2024 these positions would need to be evaluated by Carlson Dettman. The cost of the review would be paid from the Police department budget. The fee for a review is \$275. Upon receiving the review, Finance Dept. will then build into the appropriate department's payroll numbers for the 2024 budget, the proposed change, if any.

These positions have changed since their original development and job descriptions. Many of the duties and responsibilities have changed as well over the years. The CSO and Records clerk are stand alone positions, with some cross training backup duties. The Investigations Technician and Clerk Typist are essentially both Investigations Technicians.

Thank you for your consideration,

Chief Robert Kaminski