

City of Watertown
Department Proposal for Personnel Addition

DUE: 06/02/2025

Budget Year: **2026**
Department: Police
Fund / Div / Dept [xx-xx-xx]: 52-11-11

Note: TAB through cells to enter data
into blue cells.

Position Title: Administrative Assistant II
Supervised by: Chief of Police
FT or PT: FT
If PT, # of hours/week:
of months: 12

Estimate of Add to Budget

The job description of a new position will be reviewed and classified a grade by an outside HR consultant. Utilizing the pay structure that exists in your department, estimate what you believe the assigned g/s will be.

Grade: G
Step: 1

Annual wage:	46,093	Use 2025 pay table rate
Required benefits:	6,707	
Est of ins premiums:	20,275	2025 premium rates
Compensation estimate:	73,075	

Add'l costs of hire: 1,000
Savings due to hiring:
Total of Request: 74,075

List: Uniform Allowance, computer, peripherals
Explain:

Rationale for Need: Explain why the position is necessary.

IBR - Incident Based Reporting - The State of WI now requires data entry (IBR) on every incident generated, which is currently a workload tasked to individual officers. The audit and submission of all of the IBR data is accomplished by all officers, and verified by one specially trained officer. This new position would take over the entry, audit, submission and verification of all of that data entry for all officers, allowing the more highly-paid officers to return to their mission of providing law enforcement services to the community. This position would also assist with the Accreditation process, which consumes much of our more highly-paid Administrator's time.