

## Department Proposal for Personnel Addition

TAB through cells to enter data in blue cells.

Hover over each cell to read comment on data entry format.

Budget Year: **2027**  
 Department: Police  
 Fund / Div / Dept [xx-xx-xx]: 01-52-11

Position Title: Administrative Assistant II  
 Supervised by: Police Chief  
 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: 120  
 Step: C  
 Pay Table Rate: 24.96  
 Annual wage: 51,917  
 Required benefits: 7,710  
 Est of ins premiums: 25,020  
 Compensation estimate: 84,646  
 Add'l costs of hire: 2,000  
 Savings due to hiring:  
**Total of Request: 86,646**

Using the 2026 pay table rate

SS/Med &amp; WRS

2026 premium rates

List: Uniform Allowance, Computer, peripherals, desk, chair  
 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. We would also assign duties of backup and redundancy for our current Admin Assistant position in the Chief's office.