



## Common Council Agenda Item

Meeting Date: May 5, 2026

Agenda Item: Salary Resolution Amendment Request – Support Services Manager

Staff Contact (name, email, phone): Sara Marquardt, [smarquardt@whitewater-wi.gov](mailto:smarquardt@whitewater-wi.gov), 262-473-1387

### BACKGROUND

(Enter the who, what when, where, why)

The City of Whitewater Police Department submitted a request to reclassify the Support Services Manager position. The position is currently held by Sabrina Ojibway and functions as a non-sworn command staff role overseeing the Communications Center, Records Division, and civilian support operations reporting directly to the Police Chief.

Since the position's last classification, the scope and complexity of responsibilities have expanded. The role now includes:

- Direct and indirect supervision of approximately 11 employees across multiple divisions
- Oversight of 24/7 emergency communications operations
- Management of critical public safety systems (CAD, RMS, radio infrastructure)
- Department-wide policy development and compliance (including CJIS/TIME)
- Budget planning, payroll oversight, and vendor coordination
- Interagency coordination with fire, EMS, UW-Whitewater Police, and regional partners

Additionally, the updated job description reflects a clearer command-level structure, emphasizing leadership, strategic planning, and organizational impact rather than primarily administrative duties.

The initial reclassification request was returned by the City Manager for additional clarification and a more user-friendly job description. The revised submission included a streamlined and more readable job description along with expanded analysis to better illustrate the position's scope, decision-making authority, and organizational impact.

This position presented a unique classification challenge due to the limited availability of comparable roles within other cities, and the scope of responsibility requires a higher level of independent judgment than many positions, including the Police Captain classification, which is currently graded four levels higher.

With the changes, the City Manager approved the reclassification request on April 10, 2026. For transparency, the entire reclassification request has been included in the packet.

### PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

On April 28, 2026, the Finance Committee unanimously recommended approval of the salary resolution.

### FINANCIAL IMPACT

(If none, state N/A)

The reclassification moves the position from Grade L (\$62,480 – \$84,348) to Grade M (\$67,183 – \$90,697).

- Estimated annual increase: approximately \$7,899

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- Funding plan: internal line item transfer from patrol salary to administrative salary due to a vacant position

This adjustment results in minimal net budget impact.

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STAFF COMMENTS

Staff recommend approval of the amendment to the salary resolution.

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ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Reclassification Request Approved by the City Manager
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