

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: Police Academy Assistant

Dept/Program: Law Enforcement Training Program

Submitted by: Michael Gilmartin, Dean of Instruction, Occupational and Economic Development

PT/FTE: Full-Time

New or Replacement: Replacement of the existing vacant 19 hour position with a full-time position

Salary/Benefit Costs: salary \$29,520 + benefits \$30,462

Total Costs: \$59,982

Funding Source: General fund, \$14, 416 budgeted in the current fiscal year

Are there Salary Savings?

This position was vacated in December. We have not filled this position yet so there are some salary and benefit savings for this fiscal year. However, this would be a net increase to the annual budget of \$45,566

Description of duties and responsibilities:

This position provides the staff support for the police academies at the college. This includes interacting with cadets and the public regarding questions concerning the police academy, maintaining all students files for academy students, processes various POST paperwork, operating the online testing system with POST, providing support for all academy instructors (over 70 different individuals at this time), answers telephone and e-mails for the academies, maintains academy website, maintains testing security agreement and procedures, schedules various facilities for police academies, and attends advisory committee meetings

Special Considerations: This position is the only support position exclusively for the MPC police academy program which produces a large number of FTES for the college. This program runs on the weekends and weekdays. With the move to the Colonel Durham site this position is even more important to the academy than previously. There is no longer the additional support that has been provided by other college staff when the program was located on campus. Classes are currently scheduled Friday through Tuesday. So, the work schedule for this position is currently on those days. We have had extreme difficulty in filling this position in the past. A 19 hour non-benefited position is hard, but that and having to work weekends makes it even harder to fill. The academy typically meets for nine hours on each day. The assistant is currently only there 19 of the 45 hours the academy is in session. This means that certain academy activities are restricted to those 19 hours. In the past, other staff could help, but now that the academy is off campus, so this position provides the only available support. The fire program is a Monday through Friday 8am to 5pm program. So, it would not be able to provide adequate support on the weekends either. Therefore, I believe that it is necessary for this position be full-time.

Does the position act as an entry point for the college? Should it be bilingual?

This position does interact with students and the public. It also interacts with a wide variety of people who represent different law enforcement organizations on the peninsula with whom the college has contacts. I do not believe being bilingual is essential to this position but would be considered a valuable desirable characteristic.

What would happen if this position weren't approved?

If this position were not filled, the college would not be able to provide the necessary support for the police academy program at its new Colonel Durham location.