

1                                   **CITY COUNCIL OF THE CITY OF ANNAPOLIS**

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3                                   **RESOLUTION NO. R-46-09**

4                                   **Introduced by Mayor Moyer**

| LEGISLATIVE HISTORY |                 |                     |               |
|---------------------|-----------------|---------------------|---------------|
| First Reading:      | Public Hearing: | Fiscal Impact Note: | 120 Day Rule: |
| 06/08/09            |                 |                     | 10/06/09      |
| Referred to:        | Meeting Date:   | Action Taken:       |               |
|                     |                 |                     |               |

7  
8 **A RESOLUTION** concerning

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10                                   **Reclassification of Police Records Specialist Position**

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12 **FOR** the purpose of approving the reclassification of the Warrant Control Clerk position to  
13 that of Police Records Specialist.

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15 **WHEREAS**, Section 3.12.020 of the Annapolis City Code provides that the City Council  
16 shall adopt job descriptions by Resolution after consideration of the  
17 recommendations of the Civil Service Board; and

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19 **WHEREAS**, the Annapolis City Council received the May 11, 2009, minutes of the Civil  
20 Service Board (copy attached) which favorably approved the position  
21 description of Police Records Specialist; and

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23 **WHEREAS**, pursuant to Resolution R-03-08 Revised approved January 28, 2008, the City  
24 Council adopted the official Job Description Manual providing specifications  
25 for each position of employment with the City; and

26  
27 **WHEREAS**, the Police Records Specialist position currently exists within the Job  
28 Description Manual.

29  
30 **NOW, THEREFORE, BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the  
31 reclassification of the Warrant Control Clerk (Pay Grade 5) to Police Records Specialist  
32 (Pay Grade 6), is hereby adopted and included as part of the current Job Description  
33 Manual for the City of Annapolis.



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**THE CITY OF ANNAPOLIS, MARYLAND  
CIVIL SERVICE BOARD MINUTES**

May 11, 2009

**MEMBERS PRESENT:** Robert R. **PENALOZA**, Chairperson  
Anthony F. **CHRISTHILF**  
Clifton A. **JOHNSON**  
Roberto **VELOSO**  
Sherry **YANGIA**

**STAFF PRESENT:** Kimla **MILBURN**, Director of Human  
Resources  
Rose Mary **BLOUIN**, Human Resources  
Mary **JEETER**, Human Resources

A quorum being present, the Chairperson, Mr. Penaloza, called the meeting to order at 8:02 a.m.

**ISSUE BEFORE THE BOARD:** Minutes of April 27, 2009 meeting were approved unanimously.

**ISSUE BEFORE THE BOARD:** Amendment to the City of Annapolis Personnel Rules and Regulations regarding Flexible Leave Act.

Ms. Milburn stated that the City is waiting for the Governor to sign into law, the changes to the State Flexible Leave Act so that the City can begin to update recently enacted policy on Flexible Leave. Once signed by the Governor Ms. Milburn will outline for the Board.

**ISSUE BEFORE THE BOARD:** Update on the Rules and Regulations

Ms. Milburn has spoken to Mr. Stephen Kling who made changes to the wording of the policy and she was able to answer all of his questions on the policy. We will keep the Board updated on this issue. The Council is due to vote on the current new policy at the May or June meeting. Ms. Milburn would like to bring this issue before the Board for a final vote in September or October.

**ISSUE BEFORE THE BOARD:** Update on Samuel Cyrus matter.

The City is waiting for the Judge to give a written opinion.

**ISSUE BEFORE THE BOARD:** Policy and Procedures for Establishing New Positions or Reclassifying an Existing Position.

Ms. Milburn asked Sherry Yangia to give an opinion on the form. The Board discussed changing the form and/or some of the wording.

At the next meeting the Board is going to discuss the forms

and the Department heads going to the Mayor to get her approval before the reclassification comes before the Board. They will also discuss when a desk audit will be used Ms. Milburn will get information on what surrounding departments do.

Jon Arason spoke to the Board about reclassifying the position of Senior Planner in Planning and Zoning. The Board asked that he submit the proper forms and they would discuss the situation at the next meeting.

The reclassification of the Warrant Clerk was approved. The position will be classified but not eliminated from the classification list. It will remain vacant to possibly be filled in the future.

Police Administrative Clerk was approved and will replace the Senior payroll clerk.

The next meeting of the Civil Service Board is scheduled for Monday, June 15, 2009 at 8:00 a.m. in the Council Chambers.

The meeting adjourned approximately at 9:30 a.m.

FOR THE BOARD:

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Robert R. Penaloza  
Chairperson

copy:Board Members  
Mayor  
Aldermen

## **Police Records Specialist**

**Job Class Code:** 1004

**Pay Grade:** 6

**FLSA:** Non-Exempt

**Updated:** 3/05

**GENERAL STATEMENT OF DUTIES:** Performs varied typing, clerical, and data entry tasks and retrieval on behalf of the Records Section within the Police Department.

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible administrative work involving performance of a number of varied tasks requiring ability to input and retrieve data in a computer system. The work requires the exercise of judgment in the application of prescribed procedures and methods to routine matters. Employees in this class may work under the supervision of a Police Lieutenant, depending upon the nature of the assignment.

**EXAMPLES OF WORK:** (Illustrative only)

- Takes dictation of letters, memoranda, articles, reports and addresses, using computer for word processing;
- Types accounting and statistical tables, letters, stencils, notices, reports and miscellaneous material, using word processor;
- Reads and routes incoming mail, assembles files and other materials to facilitate reply by a supervisor;
- Maintains cross-references, office files and a variety of other records;
- Prepares and types requisitions for the purchase of supplies and equipment;
- Sorts, indexes and files material alphabetically, numerically and geographically;
- Serves as a receptionist when needed, answers telephone, and gives general information in response to public inquiries;
- Performs a wide variety of secretarial, data entry and retrieves computer data, and related tasks;
- Operates computer, adding machine or other office machines;
- Keeps records and makes reports;
- Types computer generated reports and other documents;
- Maintains petty cash and other records;
- Maintains employee attendance records.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of office terminology, procedures and equipment and of business arithmetic and English; some knowledge of elementary bookkeeping; ability to take and transcribe computer generated documents at an average rate of speed and accuracy; ability to maintain complex administrative records and prepare reports from such records; ability to make minor decisions in accordance with

laws, ordinances, regulations and established policies; ability to make relatively complex mathematical computations rapidly and accurately; ability to get along well with others; administrative aptitude; good judgment; tact and courtesy.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Some experience in administrative work, including or supplemented by a course in computer word processing, with completion of business school or some college courses desirable; possession of a high school diploma or GED; some experience in maintaining police records; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**AMERICANS WITH DISABILITIES ACT:**

Physical ability: to sit continuously at a computer terminal or receptionist station for extended periods; ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc.; ability to reach into file drawers in standard four drawer filing cabinets.

Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; to read and write reports, correspondence, instructions, etc.;

Hearing ability: sufficient to hold conversation with other individuals both in person and over a telephone; ability to hear recording on transcription device.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

Freedom from mental disorders which would interfere with performance of duties as described.