MEMORANDUM

Date: March 9, 2020

To: Budget Committee

From: Sheriff Kelly Sparks

RE: Restructure of 911 Communications

Summary: DCSO Communication Center Manager will retire in April of 2020. We would like to make a couple of changes to this position; 1- change the FLSA classification of this position to be exempt, and 2- to reclassify the position to a 911 Communications Director. This position will replace DCSO's current manager and focus on increasing the professionalism and service of our dispatchers to all within our community. The 911 Communications Director will perform a variety of managerial, supervisory and technical duties related to coordinating, implementing and monitoring the day-to-day communication and emergency dispatch functions and programs. Additionally, the 911 Communications Director will lead DCSO's effort toward the evaluation and potential implementation of a consolidated Dispatch Center with agencies within Davis County.

DCSO seeks to restructure the supervision of the 911 Communications Center by flattening out the supervisors to three equal 911 supervisors who will fall directly under the 911 Communications Director. This will facilitate a supervisor on three of the four shifts, which will benefit not only the employees on each of those shifts, but also the public and outside agencies when problems, questions or concerns arise.

Proposal: Reclassify 911 Communications Manager to 911 Communications Director, change the position from FLSA non-exempt to exempt status and increase the grade and salary to support the updated job description. The proposed change is from grade 21 to grade 25. The salary range would increase from $49,815 to $76,939 (Gr 21) to $62,460 to $96,502 (Gr 25). In addition, we propose restructuring the Lead Dispatcher and the Assistant Communications Center Manager positions to 911 Supervisor. The grade would change for the Lead Dispatcher positions only. The Assistant Communication Manager is already at a grade 20.

Costs of the proposal: The proposed salary range of $62,460 to $96,502 will support the changes to the job description. The salary for the 911 Communications Director position at grade maximum would increase costs by approximately $20,000. The potential total increase with benefits (retirement, 401(k) match, and FICA) would be $16,615 for the remainder of the year (estimated for 16 pay periods) which can be easily absorbed into the current budget.

Restructuring the Lead Dispatcher and Assistant Communications Center Manager to a 911 Supervisor for the remainder of the year would cost approximately $2,500 for the current employees. A new Lead Dispatcher position approved in this year's budget has yet to be hired and will be a promotional process

within the 911 Communications Center. The position was approved at grade 19 (pay range of $44,553 to $68,702). We are including this position in the restructure and propose that it also be reclassified to a 911 Supervisor at a grade 20. The estimated cost to reclassify this position will be approximately $2,000 for the remainder of 2020. This can also be absorbed in the approved budget.

Benefits of the proposal: Reclassification of the 911 Communication Manager to 911 Communications Director brings the realities of the job duties in alignment with the job functions. If affords an accurate reflection of the actual job duties and functions that are needed in the division.

Restructuring the supervisory staff will bring unity and structure to the group. Supervisory responsibilities can be split three ways to cover the needs of the Center.

Other considerations, if applicable:

I am happy to answer any questions you might have and appreciate your consideration of this proposal. Please feel free to contact me with any questions.