



**POLICE DEPARTMENT**

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222 South Walnut Street • Appleton, WI 54911-5899  
(920) 832-5500 • Fax (920) 832-5553  
<http://www.appleton.org/police>

**TO:** Human Resources Committee

**FROM:** Larry Potter, Assistant Police Chief

**DATE:** October 30, 2018

**SUBJECT: Request to Over Hire – Administrative Support Specialist**

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The police department currently has a vacancy for an Administrative Support Specialist, with a second vacancy expected in January due to a retirement. We request to bring in the new employees together, which will necessitate a brief over hire.

A current Administrative Support Specialist will be retiring on January 4<sup>th</sup>, 2019 after almost 40 years of service to the city. There is also an existing opening for the same position due to a prior employee taking an employment opportunity elsewhere this fall. A recent hiring process identified two qualified applicants who are set to begin when needed.

Bringing in the employees together will streamline training (by training them together) and aid in the continued transition to a new software platform, while also allowing the retiring employee to share knowledge with her replacement. An Administrative Support Specialist is responsible for maintaining the records of the department, such as processing citations and offense reports, reporting crime statistics to outside agencies, and responding to open records requests, among other duties.

The existing vacancy is scheduled to be filled by the new employee on November 19, 2018. By bringing in the second hire on the same date, the over hire cost until the departing employee's retirement on January 4<sup>th</sup> is approximately \$7300. The proposed funding to cover this cost will be to utilize vacant salary dollars. As such, no additional budget will be requested. From November 19<sup>th</sup> through November 30<sup>th</sup>, the second hire, who is currently an employee in the city clerk's office, would split time between the offices as the transition began, finally settling in at the police department full time on December 3<sup>rd</sup>. This has been factored into the estimated cost.