

2018-2019 BUDGET QUESTION
Response to Request for Information

DEPARTMENT: Austin Police

REQUEST NO.: 50

REQUESTED BY: Alter

DATE REQUESTED: 8/16/18

DATE POSTED: 9/4/18

REQUEST: Regarding Austin Police Department non-sworn vacancies, please verify the cumulative total for salaries for non-payroll related positions that have "administrative" in their job title. Additionally, please also provide how many positions this represents.

RESPONSE: There are eleven positions on the FY 2018-19 Proposed Budget Vacancy Report sent to Council on August 8th that have "administrative" in their job title within the Austin Police Department. Many positions that have administrative titles support the payroll process, although only one of these positions is assigned within the Human Resource division at APD. That particular position provides back up in the HR unit, including to the payroll section.

As an example, the administrative senior assigned to Victim Services is responsible for some payroll functions, such as gathering timesheets, checking for completeness, obtaining supervisor signatures and seeing that they are turned into the timekeeping section at APD HR. In many APD units, the assigned administrative staff will also log hours within the unit for budget tracking purposes. This position also provides on-going support to the other personnel (Victim Service Counselors, Supervisors, and Manager) assigned to the unit. They answer phone calls, relay messages, maintain case files and may make appointments with victims. In this unit, this position is the single administrative staff support for the entire unit. That position, which has been open the longest, was posted twice and has now been filled with the incumbent starting September 4th.

One of the other administrative assistant positions included on the vacancy report has been reclassified to a non-administrative position to perform other needed duties in the department. The remaining positions are assigned in Crime Records, Detectives, Communications (911), Highway Enforcement, and Court Liaison units. Three are showing as filled since the report was submitted and the others are in the hiring process. The total annual budget for all 11 positions, including benefits is \$562,355. The year-to-date accumulated vacancy savings is \$178,224.