

GALLAGHER RECLASSIFICATION FOR
CIVILIAN CRIME ANALYST/ADMINISTRATIVE ASSISTANT IN RECORDS

SUGGESTED MOTION: Move to adopt Gallagher's recommendation for the Civilian Crime Analyst/Administrative Assistant in Records position at a B23.

From: [Kaushagen, Taylor](#)
To: [Kaushagen, Taylor](#)
Subject: FW: TIME _ Job Evaluation _ Administrative Assistant in Records/Civilian Crime Analyst
Date: Monday, August 29, 2022 3:04:11 PM
Attachments: [image001.png](#)
[image003.png](#)
[DBM Evaluation Civilian Crime Analyst Administrative Assistant 0826.pdf](#)

From: August Zhu <August_Zhu@ajg.com>
Sent: Friday, August 26, 2022 1:08 PM
To: Wilson, Robert <WilsonRo@casscountynynd.gov>
Cc: Mike Verdoorn <Mike_Verdoorn@ajg.com>
Subject: RE: TIME _ Job Evaluation _ Administrative Assistant in Records/Civilian Crime Analyst

CAUTION: EXTERNAL EMAIL

Hello Robert,

Thanks for the confirmation!

Please find the job evaluation memo for Civilian Crime Analyst/Administrative Assistant (Records) in the attachment.

Please let us know if there is any question.

Thanks!

Best,

August

August Zhu, MA-HRIR, CCP

Consultant, Higher Education & Public Sector Practice
Human Resources & Compensation Consulting



Insurance | Risk Management | Consulting

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From: Wilson, Robert <WilsonRo@casscountynynd.gov>
Sent: Friday, August 26, 2022 10:48 AM

To: August Zhu <August_Zhu@ajg.com>
Cc: Mike Verdoorn <Mike_Verdoorn@ajg.com>
Subject: RE: TIME _ Job Evaluation _ Administrative Assistant in Records/Civilian Crime Analyst

[EXTERNAL]

August,
Yes, please prepare the new evaluation memo. I'm glad the additional information helped.
-Robert

From: August Zhu <August_Zhu@ajg.com>
Sent: Wednesday, August 24, 2022 12:08 PM
To: Wilson, Robert <WilsonRo@casscountynynd.gov>
Cc: Mike Verdoorn <Mike_Verdoorn@ajg.com>
Subject: RE: TIME _ Job Evaluation _ Administrative Assistant in Records/Civilian Crime Analyst

CAUTION: EXTERNAL EMAIL

Hello Robert,

Thanks for the follow-up and information!

The Administrative Assistant in Records/Civilian Crime Analyst job was reviewed in April-June along with four other jobs.

At that time, we recommended to move the job up from B21 to B22 due to the new responsibilities related to crime analysis. Based on conversation with the Sheriff in June, we decided to not align this position with Warrant Case Analyst (B23) yet due to the uncertainty of how the new role was utilized (percentage of time spent on analysis duties).

Based on the new information that the County provided, this position spends about 60%-70% of time on Intel Analyst duties, justifying the alignment with other analyst roles (B23) in the department. Please let us know if we should proceed to create the new formal evaluation memo for this role.

Thanks
Best,
August

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From: Wilson, Robert <WilsonRo@casscountynd.gov>
Sent: Wednesday, August 24, 2022 5:22 AM
To: August Zhu <August_Zhu@ajg.com>
Subject: FW: TIME

[EXTERNAL]

August,

Does this ring a bell with you? A couple months ago – coming out of the last round of PAQ reviews – there was a request to follow up on a position in our Sheriff's Office for additional consideration of a higher step/grade. The question the Sheriff had was that this position does some level of intel analyst work and the Sheriff wasn't sure that duty was being fully recognized. From our previous discussions I didn't remember what the position is currently classified as, but looking back at emails it appears it may currently be an Admin Assistant position. Anyway, the Sheriff and the employee have provided a breakdown of time devoted to the analyst work vs. other duties. Please take a look at this and see if it brings that jogs your memory on the previous conversation. If this is enough information to take another look at that position, please do so.

Thanks,
Robert

From: Jahner, Jesse <JahnerJ@casscountynd.gov>
Sent: Friday, August 12, 2022 10:50 AM
To: Wilson, Robert <WilsonRo@casscountynd.gov>
Cc: Kapitan, Jim <KapitanJ@casscountynd.gov>
Subject: FW: TIME

Robert,

About a month ago you remember that you, Cindy, Commissioner Kapitan and I discussed the PAQ that came back on Brandon Johnson's position. The discussion revolved around the fact that Brandon is spending more time doing intel analyzing for us and that both Fargo and West Fargo analysts are making quite a bit more than he is. I thought his paygrade should at least be one step higher than what it came back from Gallagher. We then contacted Gallagher and they asked us to resubmit the PAQ with the amount of hours he is spending on Intel work. Brandon put that together for us now and I am ready to resubmit it. How do I go about doing that? I have attached his hours

above.

From: Johnson, Brandon <JohnsonBr@casscountynd.gov>
Sent: Monday, July 11, 2022 3:18 PM
To: Jahner, Jesse <JahnerJ@casscountynd.gov>
Subject: TIME

I was tracking my work for a few months so I used that spreadsheet (which is attached) to put those numbers together. Everything fluctuates so much one week could be working on a lot of cases, next week intel releases, next week etc...This is at least a description of a few months.

Brandon Johnson

Administrative Assistant

Phone: 701-241-5885

Fax: 701-241-5805

johnsonbr@casscountynd.gov





Gallagher

Insurance | Risk Management | Consulting

August 26, 2022

Mr. Robert Wilson
County Administrator
Cass County
211 9th Street South
Fargo, ND 58108

Dear Mr. Wilson:

We received the PAQs and additional/new job information for one position to determine the appropriate job evaluation. We have reviewed the PAQs as well as the County's overall DBM hierarchy to ensure equity was maintained among all jobs. Our recommendations for the evaluation of the classification can be found on the following page.

We look forward to assisting the County with any job evaluation or compensation needs it may have in the future. If you have any questions, or wish to see additional documentation, please do not hesitate to contact August Zhu at (651) 234-0844.

Sincerely,

Mike Verdoorn
Managing Principal
Arthur J. Gallagher & Co.
Human Resources & Compensation Consulting



Position: Civilian Crime Analyst/Admin Assistant in Records

COMMENTS:

The position is currently rated B22.

The Civilian Crime Analyst/Admin Assistant (Records) is responsible for performing crime analysis and providing administrative support to the department.

We have examined the essential duties and have classified the position using the Decision Band Method (DBM). The job evaluation shows the following:

Highest Banded Task: B2

Number of Highest Banded Tasks: 6/9

Percent of Time on High Banded Tasks: 70%

Degree of Difficulty/Diversity: High

The classification performs tasks that require “operational” decision making, such as: mapping out crimes to assist with targeted enforcement, crime prevention measures, and operational planning; creating and releasing intelligence bulletins; performing statistic data gathering for reports; and reviewing reports submitted by Deputies to ensure accuracy prior to case closure.

Overall, this position performs responsibilities that require decision about “how” and “when” to perform specified process. The overall process is defined through operational policies, and this position must operate with these established policies, but has the ability to determine the order and the manner in which the steps are carried out.

The classification receives a subgrade of three (3), because of the high complexity and requirement of the B2 tasks in relation to other jobs in the same band. The appropriate grade for this position should be B23.