



# City of Duluth

411 West First Street  
Duluth, Minnesota 55802

## Master

**File Number: 22-0347R**

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**Type:** Resolution

**Status:** Agenda Ready

**Version:** 1

**Agenda  
Section:**

**Committee:** Personnel

**File Created:** 04/15/2022

**Subject:**

**Final Action:**

**Title:** RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE EXISTING CIVIL SERVICE CLASSIFICATION OF POLICE CRIME & INTELLIGENCE ANALYST.

**Internal Notes:**

**Agenda Date:** 04/25/2022

**Sponsors:**

**Enactment Date:**

**Attachments:** Exhibit A

**Enactment Number:**

**Recommendation:**

**Hearing Date:**

**Drafter:** aott@duluthmn.gov

**Effective Date:**

**Related Files:**

### Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	4/15/2022	Ben Van Tassel	Approve	4/19/2022
1	2	4/17/2022	Rebecca St. George	Approve	4/20/2022
1	3	4/18/2022	Noah Schuchman	Approve	4/21/2022

### History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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### Text of Legislative File 22-0347R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE EXISTING CIVIL SERVICE CLASSIFICATION OF POLICE CRIME & INTELLIGENCE ANALYST.

CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the existing civil service classification of police crime & intelligence analyst (attached as Exhibit A), which were approved by the civil service board on March 1, 2022, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for said classification shall change to Range 134, pay rate of \$4,976 to \$5,878 per month, from Range 131, pay rate of \$4,416 to \$5,174 per month.

STATEMENT OF PURPOSE: Human resources is currently undertaking a job description revision project for all existing job descriptions that were last revised more than 10 years ago. The intention of the project is to ensure that all city job descriptions are in a uniform format, using standard language for job requirements; the review also allows HR to remove any outdated verbiage and make sure that content related to technology or equipment is current. The existing classification of police crime & intelligence analyst has been revised as part of the job description review project. The analyst position has become increasingly involved in intelligence led policing and investigations over the years. The standardization of the law enforcement analyst field often requires specific or advanced degrees and certifications along with extensive experience and an advanced skillset and technical expertise that is now a new baseline. Changes made to the job description reflect this evolution. The pay range negotiated for this classification is Range 134, pay rate of \$4,976 to \$5,878 per month. This is a change from Range 131, pay rate of \$4,416 to \$5,174 per month.