

1. POSITION TITLE POLICE PLANNER		CITY OR TOWN AND/OR AGENCY CAMBRIDGE		
2. APPROPRIATION OR AGENCY CODE	POSITION NO.	REQUISITION NO.	SALARY \$29,733/Yr.	DATE PREPARED Oct. 7, 1986
3. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES ✓ Working with command staff and personnel throughout the Department in the areas of budget preparation and execution, short and long range operational planning, program planning and implementation, and personnel screening.				
4. SUPERVISION RECEIVED (NAME AND TITLE OF PERSON FROM WHOM INCUMBENT RECEIVES DIRECTION) ✓ Anthony G. Paolillo, Chief of Police				
5. SUPERVISION EXERCISED (NAMES AND TITLES OF PERSONS SUPERVISED BY INCUMBENT) — Mrs. Cheryl Wilson, Payroll Supervisor — Mrs. Sandra Coppola, Administrative Assistant				
6. DUTIES AND RESPONSIBILITIES ✓ * Planning - program planning, implementation, and evaluation - short and long range operational planning - oversee operation and maintenance of in-house computer - statistical analyses - grant writing, etc. * Budget - on-going budget analysis and evaluation - fiscal budget preparation - oversee accounts payable system and purchases * Personnel - coordinate recruitment and screening process of police officers - recruitment, screening, and hiring of civilian staff				

Note: This form must be submitted to Personnel-Civil Service for every new position title in your jurisdiction, and for any substantive change in an established position.

7. QUALIFICATIONS AND ENTRANCE REQUIREMENTS

(Include required knowledge, abilities, skills. Also specify entrance requirements such as experience and/or education.)

- * Master's Degree in Law Enforcement field or administration
- * Minimum three years experience working for a police agency
- * Knowledge of budget procedures preferred
- * Communications skills essential

REMARKS:

Signature of
Appointing Authority _____

Title _____

Agency _____

Prepared by _____

1. POSITION TITLE
CRIME ANALYST

CITY OR TOWN AND/OR AGENCY
CAMBRIDGE

2. APPROPRIATION OR AGENCY CODE

POSITION NO.

480

REQUISITION NO.

SALARY

\$22,664/YR

DATE PREPARED

Dec 8, 1983

3. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

Manages the departments crime analyst program

4. SUPERVISION RECEIVED (NAME AND TITLE OF PERSON FROM WHOM INCUMBENT RECEIVES DIRECTION)

Anthony G. Paolillo, Chief of Police

5. SUPERVISION EXERCISED (NAMES AND TITLES OF PERSONS SUPERVISED BY INCUMBENT)

NONE

6. DUTIES AND RESPONSIBILITIES

Analyzes various phases of administration and operation functions with a view toward control and improvement; provides statistical analysis, maintains charts, maps, graphs and other data for most effective use in overall organization or departmental operation; notes trends thereby anticipating future requirements for personnel, equipment, space or operating procedures; explores, analyzes and evaluates problems to develop long-range goals, objectives and programs of improvement; assists in development of current and long-range budgetary estimates; prepares reports on all activities.

EDUCATIONS AND ENTRANCE REQUIREMENTS

are checked against knowledge of statistical data analysis techniques experience and/or education.)

Com-

REMARKS:

Signature of
Appointing Authority _____

Title _____

Agency _____

Prepared by _____

1. POSITION TITLE

Personnel Assistant

CITY OR TOWN AND/OR AGENCY

CAMBRIDGE

2. APPROPRIATION OR AGENCY CODE

POSITION NO.

REQUISITION NO.

SALARY

DATE PREPARED

\$23,166/Yr.

Oct 7, 1986

3. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

Duties include: preparing Civil Service form, as well as other personnel paper work, and the preparation of the weekly payroll

4. SUPERVISION RECEIVED (NAME AND TITLE OF PERSON FROM WHOM INCUMBENT RECEIVES DIRECTION)

Mr. Raymond Santilli, Sr. Operation Analyst

5. SUPERVISION EXERCISED (NAMES AND TITLES OF PERSONS SUPERVISED BY INCUMBENT)

NONE

6. DUTIES AND RESPONSIBILITIES

The individual filling this position will assist in department interviews, obtaining personnel data from prospective candidates; informing employees of personnel policies, procedures. Prepare correspondence for the City's Personnel Office and State Division of Personnel Administration. The individual will also be responsible for preparing the department's weekly payroll. Specifically, these responsibilities include: the preparation of the weekly payroll time card, calculation of court time, and weekend differential payments. The incumbent's duties will also include calculation of: salary, hourly, overtime, and holiday rates; distribution of checks; preparation of personnel transaction forms; and maintenance of all related files.

Note: This form must be submitted to Personnel-Civil Service for every new position title in your jurisdiction, and for any substantive change in an established position.

75M-75-109781

(over)

7. QUALIFICATIONS AND ENTRANCE REQUIREMENTS

(Include required knowledge, abilities, skills. Also specify entrance requirements such as experience and/or education.)

Individual must have knowledge of Civil Service procedures , as well as municipal
Have 2 - 3 years office experience; be proficient in complex arithmetic calculations,
and exhibit organized and thorough work habits.

REMARKS:

Signature of
Appointing Authority _____

Title _____

Agency _____

Prepared by _____

1. POSITION TITLE

DISPATCHERS

CITY OR TOWN AND OR AGENCY

CAMBRIDGE

2. APPROPRIATION OR AGENCY CODE

POSITION NO.

REQUISITION NO.

SALARY

DATE PREPARED

17,604-19,876

May 29, 1987

3. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

Receive emergency calls, operation of the police teletype operation of the business call-director, occasional dispatching and any other responsibilities.

4. SUPERVISION RECEIVED (NAME AND TITLE OF PERSON FROM WHOM INCUMBENT RECEIVES DIRECTION)

Captain in charge of the Communications Unit

5. SUPERVISION EXERCISED (NAMES AND TITLES OF PERSONS SUPERVISED BY INCUMBENT)

6. DUTIES AND RESPONSIBILITIES

Receive emergency calls for service from the general public. Monitor police department radio channel five inter-city channel and BAPERN channels. Dispatch fire Rescue and/or Professional Ambulance as needed. Relay all teletype messages to or from the Law Enforcement Agencies Processing Systems (LEAPS) or the National Crime Information Center (NCIC). Receive and assist all non-emergency telephone inquiries pertaining to police business in a courteous and helpful manner. After adequate training and with proper supervision, dispatch patrol units to respond to calls for service.

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75M-75-109781

(over)

7. QUALIFICATIONS AND ENTRANCE REQUIREMENTS

(Include required knowledge, abilities, skills. Also specify entrance requirements such as experience and/or education.)

*High School Diploma

* Neat and clean appearance; friendly, considerate and cooperative personality

*Mature and sound in judgement

*Ability to remain calm under the pressures of emergencies, peaking workloads and multiple responsibilities.

*Clear, concise and polite telephone voice and manner.

*Ability to quickly comprehend and grasp situation.

*Familiarity with computer terminal keyboards and automated data entry/retrieval is preferred.

*Consideration will be given to Handicapped individuals as defined by Section 504 of the Rehabilitation Act of 1973.

REMARKS:

Signature of
Appointing Authority _____

Title _____

Agency _____

Prepared by _____

1. POSITION TITLE

Administrative Assistant

CITY OR TOWN AND/OR AGENCY

Cambridge

POLICE

APPROPRIATION OR AGENCY CODE

POSITION NO.

REQUISITION NO.

SALARY

DATE PREPARED

10,724/Yr.

May 24, 1988

3. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

Typing; filing; automated data entry and retrieval; warrant and/or arrest system administration

4. SUPERVISION RECEIVED (NAME AND TITLE OF PERSON FROM WHOM INCUMBENT RECEIVES DIRECTION)

Commanding Officer - Services Division

5. SUPERVISION EXERCISED (NAMES AND TITLES OF PERSONS SUPERVISED BY INCUMBENT)

None

DUTIES AND RESPONSIBILITIES

The individual filling this position will be responsible for a variety of administrative and clerical functions essential to the efficient operation of the Police Department's Services Division. Specifically, these responsibilities include the processing of warrants and other police records on both automated and manual systems.

QUALIFICATIONS AND ENTRANCE REQUIREMENTS

(Include required knowledge, abilities, skills. Also specify entrance requirements such as experience and/or education.)

The individual must have experience with automated data entry, retrieval, and file maintenance. He/She must also be familiar with laws regarding the administration of criminal warrants and with procedures for applying for F.I.D. cards, firearm permits and other police administrative procedures.

REMARKS:

Signature of
Appointing Authority _____

Agency _____

Title _____

Prepared by _____

1. POSITION TITLE

SENIOR CLERK

CITY OR TOWN AND/OR AGENCY

CAMBRIDGE POLICE

2. APPROPRIATION OR AGENCY CODE

POSITION NO.

REQUISITION NO.

SALARY

DATE PREPARED

\$286.00/WK

12/5/84

3. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

Light typing, filing receptionist duties and other clerical functions in the office of the Chief of Police

4. SUPERVISION RECEIVED (NAME AND TITLE OF PERSON FROM WHOM INCUMBENT RECEIVES DIRECTION)

Chief of Police

5. SUPERVISION EXERCISED (NAMES AND TITLES OF PERSONS SUPERVISED BY INCUMBENT)

None

6. DUTIES AND RESPONSIBILITIES

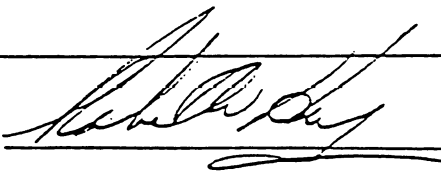
1. Screening phone calls for Chief of Police
2. Schedule meetings and appointments
3. Assisting members of the public who have police business
4. Sort and distribute mail and department reports
5. Count and sort parking tickets
6. Receive and distribute court notifications to Police Officers.

(Include required knowledge, abilities, skills. Also specify entrance requirements such as experience and/or education.)

1. Typing 30 WPM
2. Courteous, professional manner
3. Prior clerical experience preferable.

REMARKS:

Signature of
Appointing Authority



Title

Agency

Prepared by

1. POSITION TITLE

Clerk Typist

CITY OR TOWN AND/OR AGENCY

CAMBRIDGE

2. APPROPRIATION OR AGENCY CODE

POSITION NO.

REQUISITION NO.

SALARY

DATE PREPARED

15,470.41/Yr.

September 16, 198

3. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

Performs clerical duties according to standard office porcedures requiring a degree of knowledge of the functions of the Division or Section to which assigned. Duties include: typing of narratives, lists, forms and statistical reports; filing and cross reference filing; interaction with the fneeral public; and related work as required.

4. SUPERVISION RECEIVED (NAME AND TITLE OF PERSON FROM WHOM INCUMBENT RECEIVES DIRECTION)

Joseph Grainger, Police Captain

5. SUPERVISION EXERCISED (NAMES AND TITLES OF PERSONS SUPERVISED BY INCUMBENT)

NONE

6. DUTIES AND RESPONSIBILITIES

- type reports such as report of receipts and master detail lists
- prepare payroll, edit timesheet, distribute checks
- maintain files on details, vendor accounts, officer accounts
- posting to ledgers
- post details to computer files
- maintain accounts receivable files

7. QUALIFICATIONS AND ENTRANCE REQUIREMENTS

(Include required knowledge, abilities, skills. Also specify entrance requirements such as experience and/or education.)

- High School Diploma or Equivalent
- typing 30 W.P.M.
- Preference will be given for the following attributes/experience:
 - training or education beyond High School
 - familiarity with computer terminal keyboards and automated data entry/retrieval
 - positive references from prior employment
 - ability to interact with the general public
 - dependable and conscientious work history
 - experience in the specific type of duties of the Division or section to which assigned.

REMARKS:

Signature of
Appointing Authority _____

Title _____

Agency _____

Prepared by _____

254
1. POSITION TITLE

CLERK

CITY OR TOWN AND/OR AGENCY

POLICE
CAMBRIDGE

APPROPRIATION OR AGENCY CODE

POSITION NO.

REQUISITION NO.

SALARY

DATE PREPARED

\$14,992/yr.

8/21/87

3. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

Filing, gives information to the public

4. SUPERVISION RECEIVED (NAME AND TITLE OF PERSON FROM WHOM INCUMBENT RECEIVES DIRECTION)

Captain Patrick Corcoran

5. SUPERVISION EXERCISED (NAMES AND TITLES OF PERSONS SUPERVISED BY INCUMBENT)

NONE

DUTIES AND RESPONSIBILITIES

Performs clerical duties: filing, answering telephones, as well as taking messages, must have some knowledge of the function of the department. Gives information to the public, sort mail, posts and maintain general records.

7. QUALIFICATIONS AND ENTRANCE REQUIREMENTS

(Include required knowledge, abilities, skills. Also specify entrance requirements such as experience and/or education.)

- High School Diploma
- Telephone Courtesty
- General Office Procedure

REMARKS:

Signature of
Appointing Authority _____

Title City Manager

icy _____

Prepared by _____

POSITION TITLE TRAFFIC SUPERVISOR

CITY OR TOWN AND OR AGENCY CAMBRIDGE

2. APPROPRIATION OR AGENCY CODE	POSITION NO.	REQUISITION NO.	SALARY 6.6500/HR.	DATE PREPARED May 20, 1988
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3. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES Cross pedestrians during school hours
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4. SUPERVISION RECEIVED (NAME AND TITLE OF PERSON FROM WHOM INCUMBENT RECEIVES DIRECTION) Alphaeus Yetman, Police Lieutenant

5. SUPERVISION EXERCISED (NAMES AND TITLES OF PERSONS SUPERVISED BY INCUMBENT) NONE
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6. DUTIES AND RESPONSIBILITIES Controls and directs motor vehicles and pedestrians traffic in school crossing areas, churches, shopping areas or construction areas. Uses arm and hand signals or manually operates traffic lights; may make reports of accidents or unsafe traffic situations.
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PM-4-75-109781

(over)



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
TEL. 498-9011

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

December 19, 1988

To the Honorable, the City Council:

In response to Awaiting Report No. 14, I submit the attached list of job descriptions for all non-sworn Police Department employees.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Robert W. Healy", is written over the typed name and title.

Robert W. Healy
City Manager

Agenda # 15

S-784

Awaiting Report Item Number 14 relative
to a list of job descriptions for all non-
sworn Police Dept. employees.

In City Council,

Dec. 19, 1988

Placed on file