

Key: Mngr = Program Manager TES = Training & Events Supervisor Admin Asst = Administrative Assistant CP = Crime Prevention Coordinators I&R = Info & Referral Staff	8 offices One Events & Trng Supervisor .2 FTE Admin Assistant Desktop computers No money for events	8 offices Vacant Trng & Events Supervisor .2 FTE Admin Assistant Desktop computers No money for events	Option 2 One hub office No Trng & Events Supervisor No Admin Assistant Plus laptops Plus events money	Option 3 One hub office No Trng & Events Supervisor 1.0 FTE Admin Assistant Plus laptops Plus events money	Option 4 One hub office 1.0 FTE Trng & Events Supervisor 1.0 FTE Admin Assistant Plus laptops Plus events money
Crime Prevention administrative tasks	In FY 09-10, task was done by...	This FY, since loss of Trng & Events Coord, task is done by...	Under Option 2, task would be done by...	Under Option 3, task would be done by...	Under Option 4, task would be done by...
Supervising staff					
Evaluation	Mngr	Mngr	Mngr	Mngr	Mngr
Discipline	Mngr	Mngr	Mngr	Mngr	Mngr
Ongoing professional development	TES	Mngr	Mngr	Mngr	TES
New employee training	Mngr	Mngr	Mngr	Mngr	Mngr
Approving schedules	TES	Mngr	Mngr	Mngr	TES
Advice and support	Mngr	Mngr	Mngr	Mngr	Mngr
Customer service					
Staffing reception area	∅	∅	∅	Admin Asst	Admin Asst
Answering main phone line	Admin Asst	Admin Asst	∅	Admin Asst	Admin Asst
Being the on-call CP Coordinator	∅	∅	CP	CP	CP
Supply and maintenance					
Ordering printing & office supplies	I&R	I&R	Mngr	Admin Asst	Admin Asst
Maintaining machinery	I&R	I&R	Mngr	Admin Asst	Admin Asst
Reserving rooms	TES	Mngr	Mngr	Admin Asst	Admin Asst
Ordering refreshments	TES	Mngr	Mngr	Admin Asst	Admin Asst
Event support					
NNO registration	Admin Asst	Admin Asst	CP	Admin Asst	Admin Asst
NNO kickoff support	Admin Asst	Admin Asst	CP	Admin Asst	Admin Asst
Volunteer recognition support	Admin Asst	Admin Asst	CP	Admin Asst	Admin Asst
Process class registrations	Admin Asst	∅	CP	Admin Asst	Admin Asst
Problem Solving Summit support	TES	Mngr	Mngr	Mngr	TES
CP Month support	TES	CP	CP	CP	TES
Event planning					
NNO	TES	Mngr	Mngr	Mngr	TES
NNO kickoff	TES	Mngr	Mngr	Mngr	TES
Volunteer recognition	TES	CP	CP	CP	TES
Citywide classes	TES	∅	CP	CP	TES
Summit	Mngr	Mngr	Mngr	Mngr	Mngr
CP Month	TES	CP	CP	CP	TES
Educational products					
Coordination, quality control	TES	Mngr	Mngr	Mngr	TES
Develop content	CP	CP	CP	CP	CP
Edit content	TES	Mngr	Mngr	Mngr	TES
Graphic design & layout	TES	Mngr	Mngr	Mngr	TES
Website maintenance	TES	Mngr	Mngr	Mngr	TES
System/procedural improvements, ONI and City projects					
Project Online Refresh	n/a	Mngr	Mngr	Mngr	TES
Portland Plan	Mngr	Mngr	Mngr	Mngr	Mngr
CPTED resolution	Mngr	Mngr	Mngr	Mngr	Mngr
Database improvements	Mngr	Mngr	Mngr	Mngr	Mngr
Fuse project with PPB	n/a	Mngr	Mngr	Mngr	TES
Financial					
Monitoring budget	Mngr	Mngr	Mngr	Mngr	Mngr
Paying bills	Mngr	Mngr	Mngr	Mngr	Mngr
Approving expenditures	Mngr	Mngr	Mngr	Mngr	Mngr
Securing events funding	TES	Mngr	n/a	n/a	n/a
Monitoring events budget	TES	Mngr	Mngr	Mngr	TES
Approving events expenditures	TES	Mngr	Mngr	Mngr	TES

The above list represents administrative tasks that are both necessary for the Crime Prevention Program and possibly subject to change based on staffing. Some of the tasks listed represent large investments of time, some do not. Some tasks happen daily, some monthly, some quarterly, some annually, and some as-needed. In govt employment, civil service classifications, union contracts, and personnel rules make it so that some tasks can only be done by some people. While higher-paid employees *can* perform duties usually performed by lower-paid employees, it is not cost-effective to do so. Similarly, when lower-paid employees perform duties normally performed by higher-paid employees, issues of "working out of class" arise. In short, it is more cost-effective and fair to have a good match between duties and civil service classification.

Under Option 2 above, there would not be an ideal match between duties and civil service classification but it would still be more efficient than Option 1). Options 3 and 4 represent a better match between duties and civil service classification. Options 3 and 4 also represent the capacity for significantly improved customer service over Options 1 and 2.

Questions? Please contact me. Stephanie Reynolds, Crime Prevention Program Manager, 503-823-2030 or stephanie.reynolds@portlandoregon.gov.