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(ITEM ) From the Director, Office of Emergency Management (OEM), requesting authorization to: abolish 1.0 vacant Full-Time Equivalent (FTE) Emergency Medical Services Instructor position (title code 00054820, pay grade 18N); abolish 1.0 vacant FTE Clerical Assistant 2 position (title code 00000045, pay grade 04P); and to create 1.0 FTE OEM Academic Manager position (title code to be determined, pay range 31M), effective July 28, 2016, by recommending adoption of the following:

**A RESOLUTION**

WHEREAS, the Director, Office of Emergency Management (OEM), requests the abolishment of one vacant position of Emergency Medical Services instructor; and

WHEREAS, the Director, OEM, requests the abolishment of one vacant position of Clerical Assistant 2; and

WHEREAS, the Director, OEM, requests the creation of one OEM Academic Manager position at step 1 of pay range 31M on or after August 11, 2016, for the purposes of embarking on a national schematic for bringing high quality standards to positions within the entire OEM; and

WHEREAS, the OEM Academic Manager position is created to assist in establishing national accreditation and a robust education center for our OEM Communicators; and

WHEREAS, the OEM Academic Manager will help to foster a new career path for those individuals seeking jobs ranging from 9-1-1 Call-Taking all the way up to Command Center Watch Officer; and

WHEREAS, the position will perform duties such as cultivating academic partnerships with local campuses, law enforcement agencies, fire departments, and the Medical Examiner; development, implementation, and quality control of a curriculum for the entire OEM emergency services spectrum to include 9-1-1, dispatch, medical direction, command center, incident management, and forensic and digital analytics; and

WHEREAS, the requested position actions would decrease the authorized position costs by \$23,837 in the current year and \$56,342 in the subsequent year; and

WHEREAS, the Committee on Finance and Audit, at its meeting of July 21, 2016, recommended adoption of the Director’s request (vote 6-0); now, therefore,

BE IT RESOLVED, the following position actions are approved for the Office of Emergency Management (OEM) effective July 28, 2016:

47 **Org Unit 4800 - Office of Emergency Management**

48	<u>Action</u>	<u>Title</u>	<u>No. of Positions</u>	<u>Pay Range</u>
49	Create	OEM Academic Manager	1	31M (\$62,673)
50	Abolish	Emergency Medical Services Instructor	1	18N (\$66,564)
51	Abolish	Clerical Assistant 2	1	04P (\$30,792)

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