

RESOLUTION 2022-41

A RESOLUTION MODIFYING THE PAY GRADE FOR THE CHIEF OF POLICE JOB DESCRIPTION

WHEREAS, the City of Marietta has adopted job descriptions for all positions within the City of Marietta; and

WHEREAS, the adopted job descriptions provide for the base pay rate for employees performing the duties of said job based on the Grade and Step Structure adopted by City Council; Resolution 2019-47 on November 12, 2019; and

WHEREAS, the City Council desires to adjust the associated pay grade of the Chief of Police job description to provide the current and future employee with compensation consistent with similar positions with other municipalities and entities.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marietta:

1. The job description for Chief of Police, as last revised on September 8, 2022 and attached hereto as Attachment A, is hereby approved.
2. The pay grade modification detailed in said job description shall become effective immediately.

PASSED by the City Council and **SIGNED** by the Mayor this 13th day of September, 2022.

CITY OF MARIETTA



KIMBERLY FRAIRE, MAYOR

ATTEST



DOTTIE GWIN, CITY CLERK

City of Marietta, Oklahoma Job Description

Position Title: Chief of Police	Department: Police
Pay Code: X	Supervisor: City Administrator

Position Purpose:

The Police Chief is responsible for overseeing and ensuring the effective planning, organizing, staffing, directing, coordinating, reporting, and budgeting for all aspects of the police department, which includes the operations of code enforcement and animal control. Position is primarily focused on directing, coaching, developing, and evaluating other people. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop and implement policies and procedures as well as determining efficient and innovative ways to accomplish the department's business strategies.

Essential Functions and Duties:

- Develops the vision and mission for the department in addition to department plans for delivering police services
- Establishes, evaluates, and communicates annual goals and objectives for the police department
- Communicates with the media on critical police incidents and various other matters of public interests;
- Meets with City officials and entities within the community regarding matters that involve public safety or the police department
- Builds and maintains partnerships with local, state, and federal law enforcement agencies and various other organizations
- Ensures effective technology solutions by identifying technology needs in the Police Department; stays current on new technology developments; determines strategy for rolling out new technology solutions to the Police Department personnel
- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures
- Oversees and participates in the development of organization-wide and administration of various departmental budgets

Education and Experience:

- Minimum of a High School Diploma or GED; preference for Associate or Bachelor degree from accredited college/university with major in police science, criminal justice or public administration.
- Preference given to promotion of internal candidates. If promotion not possible,

ATTACHMENT A

City of Marietta, Oklahoma
Job Description

the external candidate needs at least five (5) years of increasingly responsible law enforcement experience, including at least three years management experience.

License and Certifications:

- Possession of an appropriate, valid Driver's License.
- Possession of, or the ability to obtain an Oklahoma Council on Law Enforcement Education and Training (CLEET) Basic and Advanced Certificate within six months of employment.

Knowledge/Skills/Abilities

- Knowledge of pertinent federal, state, and local laws, codes, and regulations and the Oklahoma criminal code
- Knowledge of and ability to use the records management system and other applicable police administration software
- Knowledge of principles, practices, and techniques of law enforcement management
- Knowledge of police department rules, regulations, policies, and procedures
- Skill in the use of Microsoft Office products (Word, Outlook, PowerPoint, Excel, and Access)
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to maintain strict confidentiality of sensitive employee and organization information at all times
- Ability to correctly interpret and efficiently implement all applicable policies and procedures
- Ability to develop and interpret budgets, contracts, and financial reports
- Ability to meet and deal with the public with tact and diplomacy
- Ability to communicate effectively, verbally and in writing
- Ability to delegate, manage, and supervise effectively

State of Oklahoma Requirements:

- Valid Oklahoma State Driver's License
- Must be able to obtain CLEET certification within 1 year of hire date
- Must be 21 years of age
- Must be United States Citizen or legally able to work in the United States
- If military service, must have Honorable discharge
- Have no felony convictions, domestic violence incidents or crimes of moral turpitude
- Not have been involuntarily committed to a mental institution

ATTACHMENT A

City of Marietta, Oklahoma
Job Description

Physical and Environmental Requirements:

The following physical and environmental activities and conditions represent those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activities	None	Under 1/3	To 2/3	Over 2/3	Physical Activities	None	Under 1/3	To 2/3	Over 2/3
Stand			X		Lift over 100 pounds		X		
Walk			X		Work Indoors			X	
Sit			X		Work Outdoors			X	
Use hands to finger, Handle, or feel				X	Normal Vision with or without corrective lenses – close vision, distance vision, peripheral vision, depth vision, night vision, and adjust focus. Moderate to high Noise Level Moderate to high exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazardous emergency driving, natural and man-made disasters, and hazards associated with traffic				
Climb or balance			X						
Stoop, kneel, crouch, crawl, run or jump			X						
Talk or hear				X					
Taste or Smell		X							
Lift up to 25 pounds				X					
Lift up to 50 pounds			X						

Conditions of Employment:

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment physical fitness screen
- Subject to post offer, pre-employment background check
- Must be at least 21 years of age

This is a Safety Sensitive position:

This job has been classified as a “safety sensitive” position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. In this position, you will be subject to drug and alcohol testing, which might include random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana license will **not** excuse you from the testing process, or the consequences of testing positive for Marijuana.

**City of Marietta
Grade and Step Pay Plan
November 12, 2019**

Step	1	2	3	4	5	6	7	8	9	10	Calc'd Midpoint
ANNUAL SALARIES											
Grade											
A	\$18,720	\$19,001	\$19,286	\$19,575	\$19,869	\$20,167	\$20,469	\$20,776	\$21,088	\$21,404	\$20,062.13
B	\$19,656	\$19,951	\$20,250	\$20,554	\$20,862	\$21,175	\$21,493	\$21,815	\$22,142	\$22,474	\$21,065.24
C	\$20,639	\$20,948	\$21,263	\$21,582	\$21,905	\$22,234	\$22,567	\$22,906	\$23,249	\$23,598	\$22,118.50
D	\$21,671	\$21,996	\$22,326	\$22,661	\$23,001	\$23,346	\$23,696	\$24,051	\$24,412	\$24,778	\$23,224.42
E	\$22,754	\$23,096	\$23,442	\$23,794	\$24,151	\$24,513	\$24,881	\$25,254	\$25,633	\$26,017	\$24,385.64
F	\$23,892	\$24,250	\$24,614	\$24,983	\$25,358	\$25,738	\$26,125	\$26,516	\$26,914	\$27,318	\$25,604.93
G	\$25,087	\$25,463	\$25,845	\$26,233	\$26,626	\$27,025	\$27,431	\$27,842	\$28,260	\$28,684	\$26,885.17
H	\$26,341	\$26,736	\$27,137	\$27,544	\$27,957	\$28,377	\$28,802	\$29,234	\$29,673	\$30,118	\$28,229.43
I	\$27,658	\$28,073	\$28,494	\$28,921	\$29,355	\$29,795	\$30,242	\$30,696	\$31,156	\$31,624	\$29,640.90
J	\$29,041	\$29,476	\$29,919	\$30,367	\$30,823	\$31,285	\$31,755	\$32,231	\$32,714	\$33,205	\$31,122.95
K	\$30,493	\$30,950	\$31,415	\$31,886	\$32,364	\$32,850	\$33,342	\$33,842	\$34,350	\$34,865	\$32,679.10
L	\$32,018	\$32,498	\$32,985	\$33,480	\$33,982	\$34,492	\$35,009	\$35,535	\$36,068	\$36,609	\$34,313.05
M	\$33,618	\$34,123	\$34,635	\$35,154	\$35,681	\$36,217	\$36,760	\$37,311	\$37,871	\$38,439	\$36,028.70
N	\$35,299	\$35,829	\$36,366	\$36,912	\$37,465	\$38,027	\$38,598	\$39,177	\$39,764	\$40,361	\$37,830.14
O	\$37,064	\$37,620	\$38,185	\$38,757	\$39,339	\$39,929	\$40,528	\$41,136	\$41,753	\$42,379	\$39,721.65
P	\$38,918	\$39,501	\$40,094	\$40,695	\$41,306	\$41,925	\$42,554	\$43,192	\$43,840	\$44,498	\$41,707.73
Q	\$40,863	\$41,476	\$42,099	\$42,730	\$43,371	\$44,022	\$44,682	\$45,352	\$46,032	\$46,723	\$43,793.11
R	\$42,907	\$43,550	\$44,203	\$44,866	\$45,539	\$46,223	\$46,916	\$47,620	\$48,334	\$49,059	\$45,982.77
S	\$45,052	\$45,728	\$46,414	\$47,110	\$47,816	\$48,534	\$49,262	\$50,001	\$50,751	\$51,512	\$48,281.91
T	\$47,305	\$48,014	\$48,734	\$49,465	\$50,207	\$50,960	\$51,725	\$52,501	\$53,288	\$54,087	\$50,696.00
U	\$49,670	\$50,415	\$51,171	\$51,939	\$52,718	\$53,508	\$54,311	\$55,126	\$55,953	\$56,792	\$53,230.80
V	\$52,153	\$52,936	\$53,730	\$54,535	\$55,354	\$56,184	\$57,027	\$57,882	\$58,750	\$59,631	\$55,892.34
W	\$54,761	\$55,582	\$56,416	\$57,262	\$58,121	\$58,993	\$59,878	\$60,776	\$61,688	\$62,613	\$58,686.96
X	\$57,499	\$58,361	\$59,237	\$60,125	\$61,027	\$61,943	\$62,872	\$63,815	\$64,772	\$65,744	\$61,621.31
Y	\$60,374	\$61,279	\$62,199	\$63,132	\$64,079	\$65,040	\$66,015	\$67,006	\$68,011	\$69,031	\$64,702.37
Z	\$63,393	\$64,343	\$65,309	\$66,288	\$67,283	\$68,292	\$69,316	\$70,356	\$71,411	\$72,482	\$67,937.49
AA	\$66,562	\$67,561	\$68,574	\$69,603	\$70,647	\$71,706	\$72,782	\$73,874	\$74,982	\$76,107	\$71,334.37
BB	\$69,890	\$70,939	\$72,003	\$73,083	\$74,179	\$75,292	\$76,421	\$77,567	\$78,731	\$79,912	\$74,901.09
CC	\$73,385	\$74,486	\$75,603	\$76,737	\$77,888	\$79,056	\$80,242	\$81,446	\$82,667	\$83,907	\$78,646.14
DD	\$77,054	\$78,210	\$79,383	\$80,574	\$81,782	\$83,009	\$84,254	\$85,518	\$86,801	\$88,103	\$82,578.45

**City of Marietta
Grade and Step Pay Plan
November 12, 2019**

Step	1	2	3	4	5	6	7	8	9	10	Calc'd Midpoint
HOURLY RATE											
Grade											
A	\$9.00	\$9.14	\$9.27	\$9.41	\$9.55	\$9.70	\$9.84	\$9.99	\$10.14	\$10.29	\$9.65
B	\$9.45	\$9.59	\$9.74	\$9.88	\$10.03	\$10.18	\$10.33	\$10.49	\$10.65	\$10.81	\$10.13
C	\$9.92	\$10.07	\$10.22	\$10.38	\$10.53	\$10.69	\$10.85	\$11.01	\$11.18	\$11.35	\$10.63
D	\$10.42	\$10.57	\$10.73	\$10.89	\$11.06	\$11.22	\$11.39	\$11.56	\$11.74	\$11.91	\$11.17
E	\$10.94	\$11.10	\$11.27	\$11.44	\$11.61	\$11.79	\$11.96	\$12.14	\$12.32	\$12.51	\$11.72
F	\$11.49	\$11.66	\$11.83	\$12.01	\$12.19	\$12.37	\$12.56	\$12.75	\$12.94	\$13.13	\$12.31
G	\$12.06	\$12.24	\$12.43	\$12.61	\$12.80	\$12.99	\$13.19	\$13.39	\$13.59	\$13.79	\$12.93
H	\$12.66	\$12.85	\$13.05	\$13.24	\$13.44	\$13.64	\$13.85	\$14.05	\$14.27	\$14.48	\$13.57
I	\$13.30	\$13.50	\$13.70	\$13.90	\$14.11	\$14.32	\$14.54	\$14.76	\$14.98	\$15.20	\$14.25
J	\$13.96	\$14.17	\$14.38	\$14.60	\$14.82	\$15.04	\$15.27	\$15.50	\$15.73	\$15.96	\$14.96
K	\$14.66	\$14.88	\$15.10	\$15.33	\$15.56	\$15.79	\$16.03	\$16.27	\$16.51	\$16.76	\$15.71
L	\$15.39	\$15.62	\$15.86	\$16.10	\$16.34	\$16.58	\$16.83	\$17.08	\$17.34	\$17.60	\$16.50
M	\$16.16	\$16.41	\$16.65	\$16.90	\$17.15	\$17.41	\$17.67	\$17.94	\$18.21	\$18.48	\$17.32
N	\$16.97	\$17.23	\$17.48	\$17.75	\$18.01	\$18.28	\$18.56	\$18.84	\$19.12	\$19.40	\$18.19
O	\$17.82	\$18.09	\$18.36	\$18.63	\$18.91	\$19.20	\$19.48	\$19.78	\$20.07	\$20.37	\$19.10
P	\$18.71	\$18.99	\$19.28	\$19.57	\$19.86	\$20.16	\$20.46	\$20.77	\$21.08	\$21.39	\$20.05
Q	\$19.65	\$19.94	\$20.24	\$20.54	\$20.85	\$21.16	\$21.48	\$21.80	\$22.13	\$22.46	\$21.05
R	\$20.63	\$20.94	\$21.25	\$21.57	\$21.89	\$22.22	\$22.56	\$22.89	\$23.24	\$23.59	\$22.11
S	\$21.66	\$21.98	\$22.31	\$22.65	\$22.99	\$23.33	\$23.68	\$24.04	\$24.40	\$24.77	\$23.21
T	\$22.74	\$23.08	\$23.43	\$23.78	\$24.14	\$24.50	\$24.87	\$25.24	\$25.62	\$26.00	\$24.37
U	\$23.88	\$24.24	\$24.60	\$24.97	\$25.35	\$25.73	\$26.11	\$26.50	\$26.90	\$27.30	\$25.59
V	\$25.07	\$25.45	\$25.83	\$26.22	\$26.61	\$27.01	\$27.42	\$27.83	\$28.25	\$28.67	\$26.87
W	\$26.33	\$26.72	\$27.12	\$27.53	\$27.94	\$28.36	\$28.79	\$29.22	\$29.66	\$30.10	\$28.21
X	\$27.64	\$28.06	\$28.48	\$28.91	\$29.34	\$29.78	\$30.23	\$30.68	\$31.14	\$31.61	\$29.63
Y	\$29.03	\$29.46	\$29.90	\$30.35	\$30.81	\$31.27	\$31.74	\$32.21	\$32.70	\$33.19	\$31.11
Z	\$30.48	\$30.93	\$31.40	\$31.87	\$32.35	\$32.83	\$33.33	\$33.82	\$34.33	\$34.85	\$32.66
AA	\$32.00	\$32.48	\$32.97	\$33.46	\$33.96	\$34.47	\$34.99	\$35.52	\$36.05	\$36.59	\$34.30
BB	\$33.60	\$34.11	\$34.62	\$35.14	\$35.66	\$36.20	\$36.74	\$37.29	\$37.85	\$38.42	\$36.01
CC	\$35.28	\$35.81	\$36.35	\$36.89	\$37.45	\$38.01	\$38.58	\$39.16	\$39.74	\$40.34	\$37.81
DD	\$37.05	\$37.60	\$38.16	\$38.74	\$39.32	\$39.91	\$40.51	\$41.11	\$41.73	\$42.36	\$39.70