




# TOWN OF GRANBY

## MEMORANDUM

DATE: July 30, 2025

**TO:** The Granby Board of Selectmen

**FROM:** Mike Walsh, Granby Town Manager 

**REGARDING:** GPD Job Description–Management Assistant/Accreditation Approval

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One of the projects the Town continues to work on is the update of job descriptions, as necessary, to reflect new job responsibilities, or to bring the job descriptions into better compliance with current labor law.

Today we ask for your approval of one attached job description covering the duties performed by the Granby Police Department Management Assistant as we add accreditation duties to the existing position.

Krista Shaffer, the Town's Human Resources Director, and Police Chief Scott Sansom have worked cooperatively to amend this job description to better represent the work done within the Police Department today, including new job duties related to accreditation.

Please see the attached memos from the Krista and the Chief to better understand the changes we're seeking approval for today.

As it relates to the attached job description, Charter Section 9-1 establishes the Merit System with Charter Section 9-2 establishing the Classified Service, including the creation of job descriptions. Per the Charter, job descriptions are then approved by the Board of Selectmen.

Accordingly, I respectfully request the following motion be approved to allow this job description to be officially accepted by the Board of Selectmen.

**Proposed Motion:**

I move that the Board of Selectmen approve the attached job description of the Granby Police Department Management Assistant/Accreditation as presented.



# TOWN OF GRANBY

## MEMORANDUM

DATE: July 30, 2025

**TO:** The Granby Board of Selectman

**FROM:** Krista Shaffer, Granby Human Resources Director

**REGARDING:** **Position Reclassification**

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Through the review of current job descriptions for Town employees, it was found that the description for the Management Assistant in the Police Department did not accurately reflect the current expectations and actual duties of the position. This role has changed considerably over the last several years, taking on additional responsibilities, specifically related to the accreditation process. I have attached Chief Sansom's request for reclassification of the position based on the revised position description.

After reviewing the job description, I am recommending that the Management Assistant position change to Management Assistant/Accreditation Manager as well as reclassification of the position from Grade 4, non-exempt, to Grade 8, exempt. The description is attached for your approval.



# TOWN OF GRANBY

## MEMORANDUM

DATE: July 28, 2025

**TO:** Krista Shaffer Human Resource Manager

**FROM:** Scott Sansom, Chief of Police

**REGARDING:** Job position re-classification (Management Assistant - Police)

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After conducting a review of the Management Assistant – Police Grade 4 position, I believe the position needs to be reclassified based on the increased duties and responsibilities of the position that have increased over the past several years. This current position grade manages the Office of the Chief of Police, which provides core administrative support, police accreditation management, as well as all fiscal duties of the police department. When this position was first created the position was only responsible for traditional clerical support for the Police Chief.

Currently the position is a Management Assistant- PD Grade 4 \$52,000-\$76,000. I request the current position be upgraded to a new position equal to a Grade 8 \$83,000-\$104,000. The new position would be identified as a Police Management Assistant/Accreditation manager.

Over the past several years, the position has taken on several additional tasks and duties. I reviewed the current job description and quickly determined that the current employee in the position at a minimum completes all the general duties required of a Management Assistant-Police Grade 4, to include the following:

- Provides secretarial and clerical services to the chief of police.
- Involved with communications with other municipal departments, community agents, other law enforcement agencies, vendors, and others as required.
- Assists in the preparation of the department's annual budget and report.
- Responsible for preparation of billing for the Police Department and payroll.
- Reviews and processes permitting bingos, raffles and firearms.

Additionally, the position requires the employee to be a full-time Police Accreditation Manager and not just assist with the clerical functions of Police Accreditation. The position requires extensive knowledge of Accreditation Standards both national and local, police culture, departmental procedures, court policies, compiling statics, and



several other complex police related functions. State law now requires all police departments to be Tier III State Accredited.

Because of these additional required duties, responsibilities and functions, the job classification should require a Bachelor's degree and/or extensive police administration experience with a concentration in police policy development and accreditation.

Currently, Trish Tappenden is assigned to the Management Assistant – Police Grade 4 position. Even though this upgrade is about the position duties and responsibilities the current employee in this job qualifies for the reclassification. Trish has a strong work ethic as demonstrated by her successful completion of numerous projects and daily responsibilities. She is thorough and completes tasks in a timely manner. Trish has worked in different positions within the Police department and other town departments. She does have a Bachelor's degree and has demonstrated she is qualified for this position reclassification. In her current position she has already reaccredited the department to national CALEA accreditation and is currently working to obtain Tier III State of Connecticut accreditation.

Lastly, this reclassification will bring this job classification in line with the average salary of a Connecticut Police Accreditation manager.

I highly recommend this position for an upgrade. Thank you for your time and consideration.

CC: Town Manager

## **Management Assistant/Accreditation Manager Police Department**

**Title:** Management Assistant/Accreditation Manager  
**Department:** Police

**Grade:** 8  
**Classification:** Non-Union  
Exempt

### **Position Purpose:**

This position provides critical administrative assistance to the Office of the Chief of Police. This position is also responsible for the development of administrative systems to ensure that the Police Department is compliant with police accreditation. This position performs a wide range of duties including assisting with the development of policy and procedures, records maintenance, and conducting administrative inspections and audits. Performs a full range of professional activities relating to Police Accreditation and administration including budget preparation, annual reports, employment records management, payroll, accounts payable/receivable and quartermaster.

### **Supervision:**

*Supervision Scope:* Performs a wide variety of special professional and administrative responsibilities requiring an extensive knowledge of police services.

*Supervision Received:* Works under the general direction of the Chief of Police and Police Captain.

*Supervision Given:* None

### **Essential Job Functions:**

Work involves responsibility for timely and accurate completion of administrative duties and administrative procedures in confidence. Duties include carrying out administrative procedures, typing, filing, receiving visitors and calls, scheduling appointments, and handling confidential information.

Receives assignments and sets work priorities, coordinating police accreditation tasks to meet deadlines to assure an efficient workflow throughout the agency. Assigns, directs and coordinates accreditation work groups to achieve plans of action, recommendations to the police chief, or complete other accreditation goals. Keeps abreast of the accreditation process, including proposed changes or amendments to the standards, transition policies, or process changes. Maintains police accreditation files using power DMS assessment tool software to track accreditation activities. Performs other related work.

Prepares and analyzes the department's annual budget and year-end report.

Prepares and controls purchase/payment processes.

## **Management Assistant/Accreditation Manager Police Department**

Assists the finance department with processing Police Department payroll.

Compose routine and specialized correspondence and documents from written notes and verbal discussions on behalf of the Chief including correspondence and documents of a confidential nature.

Duties include carrying out administrative functions and conducting research and management analysis for various projects, programs, and policies.

Maintains files and filing systems, files documents. Assists in the maintenance of personnel, labor and other confidential files.

Answers telephone and directs callers, takes messages, including those in confidence, or answers procedural questions. Screens, greets, directs and announces visitors.

Processes forms and documents within generally established procedures. Checks for adherence to requirements and accepted administrative practice. Prepares materials for meetings and legal requirements, including confidential materials.

Compiles activity reports.

Schedules routine and special meetings, including confidential meetings.

Assists in contract negotiations and human resource activities through data collection and other report writing. Assists in the preparation of excel spreadsheets to determine contract steps and salary increases.

Participates in policy development, researches and drafts policies and procedures.

Assists in new hire orientations and on-boarding of new employees, reviews paperwork submitted by new employees and performs follow-up as necessary

Note: The above task and responsibility are illustrative only. The description does not include every task or responsibility.

### **Knowledge, Ability and Skill:**

Thorough knowledge of general office procedures, record keeping and police administration.

Considerable ability to organize, implement and coordinate complex, multi-phase projects and tasks.

Considerable skills of advanced word processing, desktop publishing, spread sheet



## **Management Assistant/Accreditation Manager Police Department**

design (Excel) and database applications and ability to learn software applications. Considerable ability in oral communications and written communications.

Thorough ability to learn the operations of the Office of the Chief of police.

Considerable ability to establish and maintain effective working relationships with coworkers, town officials, representatives of other agencies, and the general public.

### **Job Environment:**

Administrative work is performed in a moderately noisy office.

### **Minimum Required Qualifications:**

A Bachelor's Degree in Criminal Justice, Political Science/Public Administration, or equivalent preferred plus three years of progressively responsible administrative experience including public contact or an equivalent combination of education and qualifying experience substituting on a year-for-year basis. Experience in police accreditation, administration, general accounting/budgeting and policy writing is preferred.

### **Physical and Mental Requirements:**

The work is primarily of an intellectual nature but requires a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects; and reach with hands and arms and talk or hear; occasionally required to stand, kneel and walk. The employee must occasionally lift and or move up to 30 lbs. Specific vision abilities required by this job include close vision. This position requires the ability to operate a keyboard and calculator at efficient speed. The employee must be able to hear normal sounds, distinguished sound as voice patterns and communicate through human speech.

### **LICENSES OR CERTIFICATION:**

Notary Public  
Police Accreditation Manager Certification