



DEPARTMENT OF PUBLIC SAFETY

BUREAU OF POLICE
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DAVID GIBSON
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CHIEF OF OPERATIONS

SHAWYN PATTERSON - HOWARD
MAYOR

December 19, 2024

Honorable City Council Members
City of Mount Vernon
1 Roosevelt Square
Mount Vernon, NY 10550

RE: Request to Amend Job Title and Grade

Honorable Councilmembers:

The Department of Public Safety requests that the City Council adopt an ordinance to amend one of the position titles in the 2024 Public Safety Budget of *Personnel Associate (Grade 7B)* to the CSEA approved title of *Personnel Specialist (Grade 8D)*

In review, after a consultation with the Department of Human Resources and Department of Civil Service, it has been determined that the title of Personnel Specialist shall contain additional responsibilities in the job description and will report directly to the Commanding Officer of the Personnel Division within the police department.

This position title has been approved and adopted by Civil Service on November 20, 2024 and the grading was conducted by Human Resources on November 26, 2024.

If this meets your Honorable Body's approval, please draft legislation authorizing the title change and grade.

Respectfully,

David Gibson
Commissioner of Public Safety

Cc: Mayor
Comptroller
Corporation Counsel