

Memorandum



CITY OF DALLAS

DATE February 7, 2025

TO Honorable Chair and Members of the Workforce, Education, and Equity Committee

SUBJECT **Upskilling Pilot Program: Security Officer Career Ladder Update**

This memo provides an update on the progress and recent activities related to the development and implementation of the Security Officers Career Ladder/Series, with a focus on compensation and upskilling.

Below are the responses to the list of questions submitted by the Workforce, Education, and Equity Committee.

1. How are officers, supervisors, and security personnel with the same title paid? Is their pay rate consistent or based on experience?

It is based on experience, background, and internal equity.

2. Have newly hired officers been brought in at a higher rate than current officers with the same title? It depends on the experience and background that they are bringing to the position.

It depends on what their background and experience is related to the current incumbents.

3. When a new officer is hired, is there any type of pay analysis conducted to ensure equity in terms of income?

Yes, the department should be looking at the current incumbents and determine the hiring rate that is equitable.

4. Are there any disparities in pay between newly hired officers and tenured officers, and how are these disparities addressed?

Any disparities have been part of the analysis during the implementation of the Compensation Study Market phases that have been done over the last four years.

5. What system is used to evaluate pay levels and grades for officers?

We use multiple data sources, market data gathered from an external consultant the Economic Research Institute a salary data software compensation tool and market data that we collect.

6. Are there any equity issues that have been addressed through impact studies or analyses to ensure experience aligns with salary, and do tenured officers receive cost of living adjustments (COLAs)?

Yes, through all of the Compensation Market study phases over the last four years. There have not been any COLAs in recent years.

7. Could you review the current staffing levels? Specifically, what is the current staff count, the required number of staff, and the actual staffing levels?

Position	Amount	Vacancies	Total
Detention Officer	32	13	45
Security Officer	27	7	34
Senior Security Officer	7	0	7
Deputy City Marshal	23	23	46
Senior Deputy City Marshal	9	4	13
Chief Deputy City Marshal	2	0	2
Total:	100	47	147

If we are understaffed, how is this affecting our overtime budget?

The Marshal's Office will have this data prepared for the March Workforce, Education, and Equity Committee meeting.

8. How are we staffed, and what are the ranks or titles of these staffing units? This will help determine by category where the staffing levels are being met or if there are any shortfalls.

See chart provided in question 7.

HR Compensation Update:

The ranks of the **current uniformed officers** with salary, pay grade levels and average years of service is included below. The below data was updated on January 28, 2025.

Position	Ranks	Step Schedule	Avg Yrs.	Avg. Salary
Police Officer	1P Start-1P-9	\$75,397 - \$98,377	7.77	N/A*
Police Senior Corporal	2P Start- 2P-4	\$100,836 - \$107,471	17.43	N/A*
Police Sergeant	3P Start-3P-3	\$110,158 - \$118,628	20.07	N/A*
Police Lieutenant	4P Start-4P-3	\$121,594 - \$130,944	20.89	N/A*

* Average salary for officers would be an inaccurate representation as all Police Officer's start at \$75, 397

The ranks of the **current non-uniformed officers** with salary, pay grade levels and average years of service is included below. The below data was updated on January 28, 2025.

Position	Grade	Salary Range (Minimum - Midpoint)	Avg Yrs.	Avg. Salary
Detention Officer	5	\$45,065 - \$49,083	3.97	\$45,914.70
Security Officer	6	\$46,417 - \$51,080	5.37	\$47,031.27
Senior Security Officer	9	\$50,721 - \$57,631	11.63	\$52,518.60
Deputy City Marshal	15	\$60,564 - \$73,523	5.38	\$61,438.69
Senior Deputy City Marshal	18	\$66,743 - \$83,429	16.09	\$72,451.02
Lead Deputy City Marshal	21	\$77,264 - \$96,580	21.21	\$80,775.68

* All non-uniformed officers can be hired up to the midpoint of the position grade at the discretion of the hiring manager.

The HR Compensation Team met with Marshal's Office on December 20, 2024, to review the job descriptions and minimums to be included in the Career Pathway/Career Series for the Detention, Security Officers, and Marshal's. A **DRAFT** of the Career Series structure is attached. **Currently pending final review and stakeholder approval.*

Next Steps:

- Overall stakeholder approval of the career series
- Finalization of job descriptions
- Employee mapping process
- Salary analysis
- Recommendations

HR Upskilling Update:

On January 15, 2025, the HR Upskilling Team and the Dallas Police Department hosted a virtual organization-wide Dallas Police Officer recruiting session. Attendance included 68 employees across 22 departments. The top 5 departments in attendance included Dallas Water Utilities (DWU), Transportation and Public Works (TPW), Dallas Police Department (DPD), Code Compliance (CCS) and Aviation (AVI). Reasons for attending included, "Learn more for myself," "Share information with teammates/colleagues inside the organization" and "Share information with family and friends outside the organization."

The HR Upskilling Team and the City of Dallas Security Division met on January 24, 2025, to discuss a recruitment strategy for security officers. The City of Dallas Security Division effectively recruits to fill officer vacancies from a candidate pool of 60 to 80 candidates. The Security Division is in the process of conducting background checks on candidates to fill 7 officer vacancies. The Security Division participates in job fairs by distributing recruiting pamphlets and business cards. For future job fairs, the Security Division will work to place their recruiting table next to the Dallas Police Department table to showcase the possibility of a career pathway.

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We are committed to ensuring that the Security Officers Career Ladder/Series supports professional growth while maintaining our standards for public safety excellence.

Let me know if further details or clarifications are needed. If you have additional questions, please contact Nina Arias, Director of Human Resources at nina.arias@dallas.gov or 214-470-2727.

Service First, Now!

A handwritten signature in blue ink that reads "Jack Ireland". The signature is fluid and cursive, with the first name "Jack" being more prominent than the last name "Ireland".

Jack Ireland, Chief Financial Officer

c: Kimberly Bizzor Tolbert, City Manager
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Dominique Artis, Chief of Public Safety
Dev Rastogi, Assistant City Manager
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager

Alina Ciocan, Assistant City Manager
Donzell Gipson, Assistant City Manager
Robin Bentley, Assistant City Manager
Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I)
Directors and Assistant Directors

[See Attachment]

Grades	1	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
Detention Officers	CURRENT			Detention Officer																					
	FUTURE	Detention Officer - Juvenile		Detention Officer I			Detention Officer II			Detention officer III															
MQs		HS + 1yr any exp.		HS + 1ys relevant	↔		HS + 3ys(+) relevant	↔		HS + 4ys(+) relevant	←														
Security Officers	CURRENT				Security Officer					Senior Security Officer / Sr.															
	FUTURE				Security Officer I			Security Officer II		Security Officer III		Supervisor Security													
MQs					1ys relevant exp			HS + 3ys relevant		HS + 5ys(+) relevant		HS + 5ys relevant +	↔												
Marshals	CURRENT													Deputy City Marshal			Senior Deputy City Marshal								Chief Deputy City Marshal
	FUTURE													Deputy City Marshal			Senior Deputy City Marshal			Lead Deputy City Marshal					Chief Deputy City Marshal
MQs														HS + 4ys TCOLE officer			HS + 5ys TCOLE officer			Associate + (5ys+3ys TCOLE)				←	
STAND ALONE																									
ELIMINATE																									
CURRENT																									
PROPOSED																									

DRAFT