



City of Biddeford
Personnel Committee
August 25, 2026 at 5:30 PM
City Hall Council Chambers & Teams

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Teams Instructions

1. Call to Order
2. Approval of Minutes
3. Discussion
 - 3.a Police Department Personnel Classification Change
4. Other Business
5. Adjourn



BIDDEFORD POLICE DEPARTMENT

39 ALFRED STREET, BIDDEFORD, MAINE 04005

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JOANNE W. FISK
Chief of Police

(207) 282-5127
biddefordmaine.org/police

TO: Personnel Committee

FROM: Chief JoAnne W. Fisk

DATE: August 20, 2026

RE: Change of employment status/classification

In April of 2025 I was authorized by the City Manager to hire a part-time non-union Administrative Assistant 1, to assist with departmental clerical work. This position was advertised through the HR department. Following interviews a candidate was selected and position was filled on May 15, 2025. Following the directive of the city's Human Resources department this position was assigned as an Administrative Assistant 1 working 24 to 28 hours per week.

My request of the committee is to reclassify this position to a thirty-six (36) hour per week nonunion position. This position will remain at the Administrative Assistant 1 pay scale which is \$28.09 per hour after one year.

Organizationally, the department has gone through significant changes to include a decrease in staffing over the last three years. This decrease in staffing has affected not only the department's Executive Assistant's ability to meet all demands placed on her, but our CALEA program Manager also. The department's CALEA program has gone from what was a four (4) person staff to a single manager.

The role and responsibilities for this position are defined below:

- Payroll as needed
- Financial applications as needed
- Maintenance of personnel records
- Maintenance of training records
- Maintenance cataloging for CALEA purposes
- Assist with FOAA requests
- Accounts payable, invoicing for outside assignments
- Update PACE scheduling training