

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: April 24, 2008

TO: Personnel Board

FROM: Sherry Severson and Gail Glasser, Human Resources

SUBJECT: Program Assistant 1

At the request of Information Technology Manager Dick Grasmick, a study of the Program Assistant 1 position (#3286) in Compensation Group 20, Range 11 (occupied by L. Starczinski) has been completed.

This position is responsible for providing administrative, financial, and programmatic work for the Information Technology Department. The position maintains City compliance with software licensing (Microsoft and Adobe) regulations for all licenses purchased by City of Madison IT, provides licensing information to City IT users, and serves as liaison to the State of Wisconsin Department of Administration for participation in the Microsoft Select Agreement. This position serves as the coordinator for both the Electronics Recycling and City's laptop and projector loan services. As the sole administrative support for the agency, this position provides administrative support, budgetary and statistical accounting and recordkeeping, the coordination of purchasing activities (both agency and city-wide) as well as performing personnel and payroll functions.

The class of Program Assistant 1 is characterized by administrative support and advanced-level secretarial and/or programmatic work in a City department, division, or other independent program unit. The class of Program Assistant 2 (in Compensation Group 20, Range 12) is distinguished from the lower level class by responsible administrative support, advanced level secretarial, and basic program coordination. The work requires exercising considerable judgment and discretion in the performance and coordination of a wide variety of administrative support and program activities relating to unit program functions.

We find that the work being performed to be consistent with that at the "Program Assistant 2" level in terms of scope and depth of responsibility currently assigned. Because the employee has assumed said responsibility over time, we recommend a reallocation to the higher level.

The necessary resolution has been prepared to implement this recommendation.

cc: Dick Grasmick, Director, Information Technology
Mike Deiters, Labor Relations

Compensation Group/Range	2007 Annual Minimum (Step 1)	2007 Annual Maximum (Step 5)	2007 Maximum with Longevity
20/11	37,759	42,265	47,346
20/12	38,689	43,387	48,594