

CITY OF MADISON  
**INTER-DEPARTMENTAL**  
CORRESPONDENCE

07330

DATE: August 21, 2007

TO: Personnel Board  
FROM: Larry Oaks, Human Resources  
SUBJECT: **Police Court Services Supervisor**

The Madison Police Department continues to pursue their interest in civilianizing roles where appropriate. To that end a new position was created to perform supervisory and administrative work in the development and operations of the Court Services Unit – charged with facilitating/coordinating the dispersal law enforcement information (hard copy and electronic) to the various court systems in a timely and effective manner. This work will continue to be performed under the general supervision of a uniformed manager.

Since this is a new and unique role within the Civil Service system, I find it necessary to create the class of “Police Court Services Supervisor” (class specification attached).

I recommend placement of this class in Compensation Group 18, Range 05. This placement will serve to equate this class with “Police Report Supervisor” – a class with directly comparable responsibilities within the Police Department.

I have prepared the necessary ordinance to implement this recommendation. Note: This ordinance implements a previously adopted resolution authorizing this position.

This new position will be filled competitively.

Attachment

cc: Captain McLay, MPD  
Teri Genin, MPD

Compensation Group/Range	2007 Annual Minimum (Step 1)	2007 Annual Maximum (Step 5)	2007 Annual Maximum (w/Longevity)
18/05	\$44,240	\$51,293	\$57,460