

TO: Personnel Board

FROM: Julie Trimbell, Human Resources Analyst

DATE: November 3, 2017

SUBJECT: Police Information Systems Coordinator, Police

At the request of Police Chief Michael Koval, I have studied the 1.0 FTE position (#3544) of Police Information Systems Coordinator (CG18, Range 10), currently occupied by Thomas Dull, to determine if the position is properly classified based on the current job responsibilities assigned to the position. Based on meetings with Mr. Dull, his supervisor Ms. Sue Fichtel (Police Records Section Manager), Mr. Paul Kronberger (IT Director), Mr. Dave Faust (IT Applications Development Manager) and Mr. Herb King (IT Technical Services Manager), and reviews of the position description and other positions/classifications within the City, I recommend the following actions:

- Delete the classification of Police Information Systems Coordinator in CG18, Range 10.
- Recreate the classification of Police Information Systems Coordinator in CG18, Range 12.
- Recreate position #3544 as a Police Information Systems Coordinator in CG18, Range 12 and reallocate the incumbent to the new position.

Mr. Dull was hired as a Management Information Specialist 2 (CG18, R08—equivalent level to the current IT Specialist 2) in 2005 and promoted to Police Information Systems Coordinator in 2007. Since that time, the Police Department information technology needs and staff have grown, as have the responsibilities of this position in terms of project management; financial management, including purchasing, contracts and budget; and supervision. This position is responsible for:

- Continually evaluating the digital infrastructure of the Police Department's systems and services;
- Serving as the administrator and coordinator for support of Police information technology applications, systems and services;
- Coordinating and supervising information technology tasks, duties and projects with internal (5 professional level IT Specialist 2 positions) and external staff; and
- Financial Management.

The compensation group and range of the classification of Police Information Systems Coordinator is equivalent to that of the IT Specialist 3. With that in mind, other IT Specialist and related IT positions throughout the City were reviewed in terms of job responsibilities to determine proper placement of this classification. There are several to consider for comparison purposes:

- Monona Terrace currently has one IT Specialist 2 (CG18, R08) and the incumbent does not provide direct supervision over staff. The Fire Department has one IT Specialist 3 (CG18, R10) and the incumbent does not supervise staff. The Engineering Division has two IT Specialist 3s and neither provides supervision over permanent or professional level staff members. Due to the differences in the supervisory responsibilities, I do not believe any of these positions should be considered equivalent to position #3544.
- Metro Transit has one Transit Information Systems Coordinator, which is equivalent in pay to IT Specialist 4 (CG18, Range 12), and this incumbent supervises two IT Specialist 2s. This position is responsible for:
 - Project management;
 - Budget and RFP process;
 - Supervision of professional level staff;
 - Coordinating efforts with Federal, State, and County officials, City staff, and vendors; and
 - Reports directly to the Metro Transit General Manager in CG21, Range 20.

This position appears most similar to that of position #3544 in terms of duties and supervisory responsibility.

- The IT Specialists and Principal IT Specialists within the Information Technology (IT) Department were also considered. In 2015, the IT Department restructured the Management Information Specialist (MIS) series 1-4 (CG18, Ranges 6, 8, 10 and 12, respectively), which included team leaders at level 4, who had leadership responsibility as a primary function of their job, but had technically been fulfilling a “quasi-supervisory” role without the formal title and authority. That structure was replaced with the newly titled IT Specialist series 1–4 (CG18, Ranges 6, 8, 10 and 12, respectively) and a new classification of Principal IT Specialist in CG 18, Range 14 to provide a supervisory level under the IT managers at CG 18, Range 16. The IT Specialist 4 classification is now utilized for incumbents managing projects of significant size/scope/complexity and performing the highest level of specialized technically skilled work, although not necessarily requiring leadership responsibility. The four previous team leaders became Principal IT Specialists through a competitive process. They have citywide responsibility over each of their respective sections (Web, Database Applications, Help Desk and Network Operations) and supervise professional IT Specialists at various levels.

Position #3544 is classified equivalent to MIS/IT Specialist 3, which was two ranges below the team leaders, MIS 4. Based on the new structure, it is reasonable to re-evaluate this range. Because the Principal IT Specialists have citywide responsibilities, which require a big picture view and consideration of many, if not all City agencies, in their decision making processes, and because they are consulted by the Police Information Systems Coordinator or requested to assist in issues that rise to a higher level and which require more in-depth knowledge, I do not

believe it is appropriate to consider the Police Information Systems Coordinator equivalent to this classification. The Transit Information Systems Coordinator in CG18, Range 12, and equivalent to IT Specialist 4, appears to be most similar in terms of scope and responsibility. This level also fits nicely with the level of the Police Records Section Manager in CG 18, Range 15, which provides supervision over the Police Information Systems Coordinator.

Based on the prior analysis, I recommend recreating the classification of Police Information Systems Coordinator into CG18, Range 12, deleting the classification of Police Information Systems Coordinator in CG18, Range 10, recreating the 1.0 FTE Police Information Systems Coordinator position, #3544, to a 1.0 FTE Police Information Systems Coordinator in CG 18, Range 12, and reallocating the incumbent to the new position within the Police Department budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
18/10	\$66,526	\$79,953	\$89,547
18/12	\$72,726	\$87,799	\$98,335

cc: Michael Koval – Police Chief
Sue Fichtel – Police Records Section Manager