

TO: Finance Committee

FROM: Julie Trimbell, Human Resources

DATE: February 15, 2019

SUBJECT: Human Resources Analyst – Madison Police Department

The 2019 Adopted Operating Budget for the Police Department includes mid-year funding for a new civilian position, #4780, listed as Human Resources Manager. Police Chief Mike Koval and Police Captain Jen Krueger Favour have requested that HR review the proposed position description to determine where this new position should be placed in the City's classification and compensation plans. Based on discussions with Captain Krueger Favour and former Captain Mary Schauf, and reviews of the position description and other positions/classifications within the City, I recommend recreating #4780 as a 1.0 FTE Human Resources Analyst 2 with placement in CG 18, Range 8 for the reasons outlined in this memo.

The intent of this new position is to remove civilian work duties that are currently being performed by a Police Lieutenant (subject to rotating assignments within Police) in order to provide consistency, confidentiality, and to allow commissioned staff to focus on investigative work related to human trafficking initiatives. This position reports directly to the Police Captain of Training and will:

- Serve as the main liaison to the City Human Resources Department;
- Administer leave programs (e.g., Family and Medical Leave, AWOP, Disability Leave/Layoff, and extended sick or duty injury leave) for the department;
- Oversee commissioned and non-commissioned staff in light duty status;
- Provide consultation to police staff on human resources policies, procedures and practices, including benefits and leave;
- Represent the Chief while serving on appropriate committees relating to worker's compensation, benefits administration and racial equity initiatives, and serve as a lead and the Chief's liaison for RESJI initiatives in the department;
- Serve as a lead on planning and conducting rank specific police assessment centers for promotion, including evaluation of ranking options, determination of exam weights, and testing accommodations;
- Evaluate sensitive employment issues (e.g., relative to criminal background, drug and medical reports, etc.) and recommend action. Respond to formal/informal requests for employee/employment records and information;
- Assist in the preparation of materials requested by legal counsel as it relates to various processes, and testify under oath at arbitrations, hearings and other court proceedings;
- Participate in the training and leadership of technical and support staff related to program administration.

Many of these duties are encompassed within the Human Resources Analyst class specifications, including administering leave programs, providing consultation on human resources policies, procedures and practices, conducting assessment centers, participating in the training and leadership of technical and support staff, assisting in the preparation of materials requested by legal counsel as it relates to various processes, and testifying under oath at arbitrations, hearings and other court proceedings. The Human Resources Analyst class spec describes:

...responsible professional human resources work in the development and implementation of recruitment and selection processes, the analysis and administration of the classification and compensation program, the development and administration of labor agreements, coordination and administration of employee benefits, and/or other related professional human resource activities and functions.

Due to size of the Police Department and the physical demands of Officer positions resulting in significant use of light duty and various forms of leave, there is a need for a human resources professional dedicated specifically within the Police Department. Because Human Resources Analysts within the Human Resources Department perform similar work and various other functions on a citywide basis for numerous City agencies, it is appropriate to differentiate HR Analysts assigned to the Human Resources Department and HR Analysts assigned to one specific City Agency with a limited scope of responsibility. As such, the Human Resources Analyst class spec has been updated to read:

At the agency level, this series is expected to progress from an HR Analyst 1 to a 2 as a function of the employee’s career development, generally after two years at the 1 level. However, it is not anticipated that an HR Analyst in an agency will advance to the HR Analyst 3 level as the agency HR Analyst will not have overall responsibility for city-wide Human Resources functions.

Based on the prior analysis, I am recommending recreating position #4780 as a 1.0 FTE Human Resources Analyst 2 position with placement in CG 18, Range 8 within the Police budget.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2019 Annual Minimum (Step 1)	2019 Annual Maximum (Step 5)	2019 Annual Maximum +12% longevity
18/06	\$58,921	\$69,375	\$77,700
18/08	\$63,911	\$75,840	\$84,941

cc: Michael Koval – Police Chief  
Jennifer Krueger Favour – Police Captain