

CITY OF MADISON  
**INTER-DEPARTMENTAL**  
CORRESPONDENCE

DATE: September 25, 2007

TO: Personnel Board

FROM: Larry Oaks, Human Resources

SUBJECT: **Police Property Clerk**

The position (#2852) of Automotive Service Worker, in Compensation Group 16, Range 08, within the Police Department was recently vacated. Prior to filling this position Management reviewed the needs of the organization, and determined that their current interests would be better served by utilizing this position in the maintenance and inventorying of police property and associated activities and services. The anticipated assignment is consistent with the existing class of Police Property Clerk in Compensation Group 16, Range 08. Further, this work/position is consistent with other positions allocated to this class within the Police Property Room.

Accordingly, I recommend that the position be allocated to the class of Police Property Clerk and be filled competitively at that level. I have prepared the necessary Resolution to implement this recommendation.

It should be noted that in the process of making this decision it was also determined that an existing Police Property Clerk has assumed elements of the prior assignment (i.e., necessitating both higher level skills and responsibility). I have accordingly, requested clarifying materials regarding that assignment and anticipate recommending action on that information in a future report.

cc. Captain McLay, MPD  
Mike Deiters, Labor Relations

Editor's Note:

Compensation Group/Range	2007 Annual Minimum (Step 1)	2007 Annual Maximum (Step 5)	2007 Annual Maximum (w/Longevity)
16/08	\$36,731	\$41,294	\$46,254
16/07	\$35,799	\$40,167	\$44,980