

TO: Board of Estimates

FROM: Sarah Olson, Human Resources

DATE: February 16, 2016

RE: Administrative Clerk 1-Finance Department

The Finance Department has a vacant Administrative Clerk 1 (CG20, R09) position. Because of the vacancy, Director David Schmiedicke has reviewed the workload and is requesting that the position be recreated as a Program Assistant 1 (CG20, Range 11) to allow for more administrative support of his staff and to reflect the increased programmatic support work this position has been providing in the past several months prior to becoming vacant. Based on the submitted position description, I agree that the position should be recreated at the level of Program Assistant 1.

This position will provide high level administrative support to the Finance Director and other professional staff for special projects, including data collection related to department performance management efforts. The incumbent will be the department's contact for inputting budgets, making projections and monitoring actual expenditures to the budget in the City's MUNIS financial system.

The vacant position will be heavily involved in the preparation of items for Board of Estimates (BOE), Council and City budget. This position will review and monitor Common Council agendas for tracking of items through Council and City committees to be referred to the BOE including working with staff to City committees to ensure that all items referred to the BOE have been properly referred as well as assisting the Budget Manager in legislative tracking of resolutions and ordinances.

Employees in the Program Assistant 1 classification are responsible for coordinating program functions and related administrative tasks in support of a program and which require more in-depth knowledge of program operations in order to carry out such tasks. Examples of duties and responsibilities under a Program Assistant 1 include coordination of complex commission, committee and/or board activities, research information and perform other tasks in connection with special projects, provide assistance to professional/technical employees in areas requiring knowledge of departmental programs and/or statistical data, serve as Secretary to the program head, collect and organize budget data and review and monitor budget expenditures and distribution of costs to appropriate accounts. The duties on the updated position description align well with the Program Assistant 1 classification and is consistent with a Program Assistant 1 at the Library. The Program Assistant 1 at the Library similarly provides high level administrative support to a Board, (the Madison Public Library Board) and the Department Head as well as coordinate the collection and proper dispensation of certain revenues, all of which requires more in-depth knowledge of program operations.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
20/09	\$42,020	\$47,246	\$52,916
20/11	\$44,579	\$49,900	\$55,888

cc: David Schmiedicke, Finance Director
Greg Leifer-Employee & Labor Relations Manager