

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: November 20, 2008

TO: Personnel Board

FROM: Michael Lipski, Human Resources

SUBJECT: Administrative Clerk 2, Water Utility

At the request of the Water Utility, I have reviewed the position (#1885) of Administrative Clerk 2 occupied by S. Pounders in Compensation Group 20, Range 11. This position is part of the Water Utility's Customer Service section and is responsible for the managing the billing at the Utility.

The class of Administrative Clerk 2 (20/11) is described as being highly responsible administrative and clerical work involving responsibility for one or more complete functions of an office or department. Employees work with a high degree of independence in interpreting unit policies and procedures under general supervision. Some examples of duties and responsibilities include overseeing and implementing office clerical operations and functions; maintaining general and subsidiary ledgers, and budgetary and cost accounting records according to established accounting procedures; posting entries to accounts and balance; assist in the compilation and administration of the budget; and interpret, coordinate, develop and implement departmental policies and procedures. While the position at the Water Utility does a number of these functions, it has a greater scope of responsibility than that described by the Administrative Clerk 2 classification specification.

Specifically, the Water Utility position in question is responsible for preparing approximately 150,000 annual Madison Municipal Service Bills (including water, sewer, landfill, public fire protection, and storm water) and processing payments. The incumbent prepares the billing, runs pre-billing audits, reviews, investigates, and follows through with billing adjustments, and deals with delinquent bills by coordinating the amounts with the Treasury Office to place the delinquent amounts on property tax bills. In addition, the position is responsible for coordinating with City Engineering to process storm water adjustments and to make changes to bills when there are new parcels, obsolete parcels, or combined parcels. Finally, the incumbent, among other duties and responsibilities, lists daily on-line transactions and requests a wire transfer from the Treasurer's Office to the Water Utility bank. These duties and responsibilities have a greater scope and impact than merely maintaining a departmental budget.

The Treasurer's Office has a position called a Treasury Operations Leadworker (20/12) which performs similar functions as the position being studied at the Water Utility. Specifically, the Treasury position is responsible for generating property tax bills, making adjustments to property tax bills, and verifying payment amounts. The Treasury position also performs daily investments of City funds, lists daily bank reconciliations to the general ledger, and performs outgoing wire transfers for City agencies. Both the Treasury and Water Utility positions are responsible for leadworker functions within their respective offices, including assisting in staff training; assigning, monitoring, and assisting in evaluating the performance of staff; establishing work priorities and procedures; and resolving questions regarding policy and procedure implementation and office functions.

Because the two positions perform similar functions, I am proposing the creation of a new classification, Financial Operations Leadworker (see attached) which will cover both the Treasury Office position as well as the Water Utility position. I am also recommending that S. Pounders and P. Stone, current Treasury Operations Leadworker (position #721), be reallocated into the new Financial Operations Leadworker classification. Finally, I am recommending the deletion of the Treasury Operations Leadworker classification

We have prepared the necessary Resolution to implement this recommendation

Editor's Note:

Compensation Group/Range	2008 Annual Minimum (Step 1)	2008 Annual Maximum (Step 5)	2008 Annual Maximum +12% Longevity
20/11	\$38,892	\$43,533	\$48,750
20/12	\$39,850	\$44,689	\$50,050

cc: Tom Heikkinen, Water Utility Manager
Dave Gawenda, City Treasurer
Ken Key, Water Utility Customer Service Supervisor
Sharon Pounders, Water Utility
Patti Stone, Treasurer's Office