

TO: Finance Committee

FROM: Julie Trimbell, Human Resources

DATE: August 30, 2023

SUBJECT: Data Analyst – Madison Fire Department

The 2023 Adopted Operating Budget for the Madison Fire Department (MFD) is being amended to redirect funding slated for Public Health Madison & Dane County (PHMDC) in order to fund a new 1.0 FTE position within MFD. In 2021, MFD funded a Public Health Specialist position in PHMDC to support the Community Alternative Response Emergency Services (CARES) Program. The position has been vacant since the end of 2022, and PHMDC and MFD have decided it is best to move the position under MFD to better support the Program and provide additional support to MFD in general. Upon reviewing the submitted position description, I recommend creating a new 1.0 FTE position of Data Analyst 3 (CG18-10) for the reasons outlined in this memo.

The primary focus of this position is the CARES Program, which will include a significant amount data analysis, and program planning and evaluation, and strategic coordination in consultation and collaboration with various stakeholders. In addition, this position will provide program evaluation and data analysis for other MFD programs and initiatives. As a substantial percentage (75%) of this position involves journey-level data analysis and program evaluation, it aligns best with the Data Analyst 3 classification, which describes:

...**journey-level** professional work in the development and implementation of assigned **data analytic programs, functions and services**. Work is characterized by **considerable judgment, discretion and expertise** in the preparation and presentation of **complex analysis**, and the **administration of programs** and services, as assigned. Under general supervision, employees work with a high degree of independence in meeting specified objectives. [emphasis added]

As the Data Analyst 3 classification already exists in the City’s classification scheme, creation of a Data Analyst 3 position within the Fire Department operating budget may be authorized directly by the Finance Committee, according to Mayoral APM 2-4. Therefore, I am recommending creation of a 1.0 FTE Data Analyst 3 position (CG 18-10) within the Fire Department operating budget.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum +12% longevity
18/10	\$75,645	\$90,912	\$101,822

cc: Chris Carbon – Fire Chief
Ché Stedman – Assistant Fire Chief
Brent Sloat – Fire Administrative Service Manager
Erin Hillson – Human Resources Director