

TO: Personnel Board

FROM: Brooke Gillitzer, Human Resources

DATE: June 4, 2026

SUBJECT: Administrative Assistant, Madison Police Department

The Human Resources Department received a request from Madison Police Department Assistant Chief Paige Valenta on May 19, 2026 requesting to study the 1.0 FTE position #2579 of Administrative Assistant (CG20, Range 14). Based on a review of the position classification worksheet, updated position description, and after several interviews I recommend amending the Police Department's 2026 operating budget to recreate the 1.0 FTE position #2579 of Administrative Assistant (CG20, R14) as an IT Specialist 1(CG18, R6).

First a review of the Administrative Assistant classification describes the work as follows:

... **responsible paraprofessional** staff support work relative to the development and implementation of divisional and/or departmental **administrative programs and functions**. Work is characterized by responsibility for a wide variety of **administrative services** (such as the development and implementation of budgetary documentation and fiscal controls, personnel, purchasing, payroll, and the supervision of office clerical activities); and/or **direct responsibility for a comprehensive administrative program** requiring the development and integration of **diverse and complex operational data** inherent to unit operations. This work is performed with a high degree of independence and discretion. Under the general supervision of a department or division head, work is normally assigned in terms of program objectives and directives; and employees are responsible for establishing the necessary administrative procedures, methods and controls... [emphasis added].

Within MPD, there were two Administrative Assistant positions within MPD that serve as counterparts to each other. With recent changes to software and support expectations, one position was recreated to serve as the Telestaff Scheduling Administrator. Now the current position is expected to serve as the Telestaff Payroll Administrator and co-lead the department's Telestaff Team and all associated workflows and responsibilities. Since this position was last studied in 2023, there has been a continual increase in both the complexity and technical expertise required to maintain the department's link between its payroll processing and scheduling software. This includes but is not limited to:

- 1) Writing, testing and implementing application code for payroll functions within Telestaff,
- 2) Frequent updating of coding between Telestaff as a payroll export and MUNIS as the financial system of the City,
- 3) Processing BIRT reports, internal Telestaff data analysis function, and external SQL report writing, and
- 4) Preparing documentation for users.

This is advanced-level professional work in the support of automated management Information systems, with a particular emphasis on intersection of the department's payroll and scheduling functions. As a counterpart to the MPD Telestaff Scheduling Administrator, this position requires supporting a 3rd party application and assists in the development, testing and documentation of custom programming. This position is also responsible for technical work such as basic

computer programming such as creating and programming TeleStaff Work Codes and Dynamic Groups for both scheduling and payroll functions, and other time-sensitive work configuring, maintaining, and monitoring the Police Department’s scheduling system using law enforcement and payroll industry software programs (UKG Telestaff), Tyler MUNIS, and other inter-related software platforms under limited direct supervision.

These responsibilities are more consistent with the duties the IT Specialist series, which describes the work as performing specialized work relative to the City's management information systems and are assigned to perform either: 1) Applications Development or 2) Technical Support activities. In terms of the appropriate level, IT Specialist 3 and 4 are levels with professional work in leading, developing, or supporting advanced-level automated management information systems, including the development and implementation of automated systems and major system components, or the development and implementation of support systems and programs and may involve some leadership responsibility on specific projects. The IT Specialist 2 classification describes objective level IT work in the development or support of automated management information systems; and lastly, the IT Specialist 1 is described as:

... entry-level **professional work** in the development or support of automated management **information systems**. This work is characterized by more routine and/or **focused assignments where there is limited direct responsibility** for the **development of automated systems** or the independent provision of customer support. This work is normally performed under the close to limited supervision of a Principal IT Specialist or other supervisor/manager and/or in a trainee capacity...[emphasis added].

This level aligns most appropriately with the responsibilities currently expected to be performed in this position, which includes entry-level professional IT work. Based on this analysis, I recommend recreating position #2579 as an IT Specialist 1 in CG18, Range 6 within the Police Department’s 2026 operating budget.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2026 Annual Minimum (Step 1)	2026 Annual Maximum (Step 5)	2026 Annual Maximum +12% longevity
20/14	\$ 65,418	\$ 72,561	\$ 81,268
18/06	\$ 73,026	\$ 85,983	\$ 96,301

CC: John Patterson – Police Chief  
 Paige Valenta – Assistant Police Chief  
 Erin Hillson – HR Director  
 Rick Marx – Local 6000  
 Ben Ratliffe – Local 6000