

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: July 23, 2008

TO: Personnel Board

FROM: Sherry Severson, Human Resources

SUBJECT: **Administrative Analyst 4**

At the request of the Budget and Audit Manager, the position (#3194) of Administrative Analyst 3, in Compensation Group 18, Range 10, (occupied by D. Bohrod) in the permanent salary detail of the Comptroller's Department budget has been studied. Over time this position has had increased responsibility for ongoing and complex projects such as the development, implementation and administration of the Capital and Operating Budget Initiatives, City General Fund Revenue Budget studies, projections and reports, as well a continued oversight for the City's Living Wage Ordinance. This position also is responsible for high profile analysis such as the Affirmative Action/Equal Opportunity merger requiring considerable judgment and project leadership.

The class of Administrative Analyst 4 is characterized by "responsible high-level professional and analytic work primarily in the areas of economic, financial, and policy analysis, and in the development and administration of City agency budgets within the City Comptroller's Office. Employees at this level are consistently assigned to projects with major financial and policy-level implications, incorporating complex long-term planning considerations, and the coordination of inter-agency group efforts. Work is performed with considerable independence in areas where there are often not clear policy/procedural parameters. In this context, I find the current Administrative Analyst 3 has increasingly been working on high-level analytic assignments consistent with the class of "Administrative Analyst 4" and recommend reallocation to that level.

The necessary resolution has been prepared to implement this recommendation.

cc: Dean Brassler, City Comptroller
Deb Simon, Budget and Audit Manager

Editor's Note:

<u>Compensation Group/Range</u>	<u>2007 Annual Minimum (Step 1)</u>	<u>2007 Annual Maximum (Step 5)</u>	<u>2007 Annual Maximum w/Longevity</u>
18/10	\$55,127	\$66,253	\$74,204
18/12	\$60,265	\$72,756	\$81,484