

**CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE**

DATE: January 22, 2009

TO: Personnel Board
FROM: Gail Glasser, Human Resources
SUBJECT: Secretary 1 Position, Planning Unit

At the request of the Planning Unit Director we studied the Secretary 1 position in the department (#634, occupied by R. Ethington) in Compensation Group 20 Range 10.

Secretary 1 positions include responsibility for administrative support, both within established practices and in interpreting and applying policies and procedures. The Secretary 2 class provides for more advanced-level secretarial work, including supervision of other staff. Program Assistant positions (established in a series, Program Assistant 1, 2 and 3) are characterized by advanced-level administrative and secretarial work with specific program responsibility for department or division activities at progressive levels, including high levels of specialized program duties such as managing grant or other application processes and supervision and training of other staff.

The Planning Unit position has been assigned significant office management duties for the department. The unit has 29 employees in three department sections in two locations—22 professional planners and five technical positions, with two administrative staff. Budget and fiscal record keeping responsibilities make up a significant part of the subject employee's duties (25%). She establishes and maintains extensive records required for grant and department processes, sets up accounts and posts entries and balances, reviews department materials in order to assure correct budget submittal and prepares the department operating budget for submittal. Further monitoring and reconciliation of department and grant accounts and preparation of budget-related materials and reports are required. These responsibilities are consistent with the Program Assistant 1 class.

The position has responsibilities shared by a spectrum of classifications—supervision of other employees, payroll reporting, web site updates, and significant administrative support for six commissions and committees in addition to the Plan Commission. The Program Assistant 1 class provides for these duties as well as the distinguishing fiscal, data maintenance, grant tracking and office management responsibilities.

We therefore recommend placement of the position in the Program Assistant 1 class, which provides for "specialized program activities such as managing grant or other types of application processes" and "coordinating complex commission, committee, and/or board activities" in addition to office management responsibilities. We further recommend the reallocation of the incumbent to the new position.

We have prepared the necessary Resolution to implement the recommendation.

Attachments

cc: Brad Murphy, Planning Unit Director
Ruth Ethington, Incumbent

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|--------------|-------------|-------------|--------------|
| Compensation | 2009 Annual | 2009 Annual | 2009 Maximum |
|--------------|-------------|-------------|--------------|

| Group/Range | Minimum (Step 1) | Maximum (Step 5) | with Longevity |
|-------------|------------------|------------------|----------------|
| 20/10 | \$38,369 | \$43,222 | \$48,412 |
| 20/11 | \$39,670 | \$44,404 | \$49,738 |