

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: February 13, 2009

TO: Personnel Board

FROM: Gail Glasser, Human Resources

SUBJECT: Study of Administrative Clerk 1 Position in Police Department

At the request of Terri Genin, Finance Manager, we have conducted a study of a vacant Administrative Clerk 1 position (#2589) in Compensation Group 20 Range 9 in the Police Department budget.

The position has had ongoing responsibility for Police uniform authorization checks, ordering and record keeping. These activities are quite complex within a framework of committee-approved uniform choices for authorized commissioned and noncommissioned staff and bargaining agreement-specified uniform allotments. This work, consistent with the Administrative Clerk 1 class's specified "responsible administrative support work . . . characterized by ongoing responsibility for an assigned program support activity" will continue, now at approximately 35% of assigned duties.

Described general data collection (5%) and analysis and development of department policies and procedures, including serving on the uniform committee and other ad hoc committees set up to investigate purchasing proposals (5%), appear to be appropriate for either Administrative Clerk level.

Additional work has now been identified for the vacant position: Responsibility for allocation of budgeted purchases and record keeping for those budget categories, with segregated funds and specific grant accounts; oversight of purchasing processes for Police staff at all locations, with record keeping for the separate sites, determining appropriateness of the request and best options for purchases, and classifications or funds to be utilized; tracking training accounts and reimbursement processes, assuring that training guidelines are met, tracked, and reported accurately; coordinating purchasing procedures for Assistant Chiefs and Captains. These duties, formerly assigned to an employee in the Account Technician 2 classification and now made part of the vacated Administrative Clerk position, are identified as now requiring approximately 40% of assigned work and constitute a much higher degree of discretion in allocating purchases within the budget than the uniform program.

The Class Specification for the higher Administrative Clerk 2 level includes "responsibility for one or more complete work functions of an office or department . . . with a high degree of independence" and responsibility for maintaining "general and subsidiary ledgers and budgetary and cost accounting records according to established accounting procedures." Additional examples include "Post entries to accounts and balance, prepare periodic accounting and budgetary reports as necessary, audit purchase orders, vouchers and payroll data." The duties described in the previous paragraph all fit within this general description of an Administrative Clerk 2, and are higher-level duties not found at the Administrative Clerk 1 level.

15% of the position's work has also been identified as maintenance of subsidiary ledger entries for general fund purchases, grants and segregated accounts within City procedures, preparing requested reports for and assisting the Police Finance Manager in compilation of information, analysis of data, and producing reports for the Police Management Team, Assistant Chief of Police, and City Council as needed. These duties, too, are properly assigned at the higher Administrative Clerk 2 level, with its

requirements for ability to develop financial and statistical reports and knowledge of accounting practices.

Three years of experience in office administration and in working with complex clerical and/or accounting procedures are required for the Administrative Clerk 2 class. While more-specific accounting knowledge and experience are called for in Account Clerk and Accounting Technician classes (“accounting clerical” and “accounting clerical or bookkeeping” experience, respectively), the broader Administrative Clerk 2 classification requirements seem more appropriate for the more general administrative role identified for the agency.

We therefore recommend reclassification of the vacant position to the Administrative Clerk 2 class.

We have prepared the necessary Resolution to implement the recommendation.

Attachments

cc: Noble Wray, Chief of Police
Terri Genin, Finance Officer

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Maximum with Longevity
20/09	\$37,392	\$42,042	\$47,086
20/11	\$39,670	\$44,404	\$49,738