

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: May 28, 2008

TO: Personnel Board

FROM: Sherry Severson, Human Resources

SUBJECT: Property Clerk, Police Department

At the request of the Police Department, I have completed a review of the position (#2542) of Police Property Clerk occupied by P. Bruhnke in Compensation Group 16, Range 07.

Previously, in response to the retirement of a longtime employee who held the single position class of Automotive Services Worker, the Police Department believed that the work associated with this position within the work unit could best be accomplished by adding an additional Police Property Clerk. Through the last budget process the position of Automotive Services Worker was eliminated from the budget and an additional Police Property Clerk was added.

The Automotive Services Worker position historically saw to the maintenance and servicing of the Police Department fleet of squad cars. As demands changed and the fleet grew, a Police Property Clerk position was assigned to assist the Automotive Services Worker. The Police Department, having re-assessed the organizational structure of the work unit, has reached the conclusion that there remains a need for an Automotive Services Worker but with some modified duties. I have included an updated class specification for your review. It is my belief that the updated responsibilities would not warrant a change in compensation.

Because the Police Property Clerk currently assigned to these duties has assumed this higher-level work incrementally, I recommend reallocation of the incumbent to the new level and have prepared the necessary resolution to implement this recommendation.

cc: Capt. Richard Bach, Madison Police
Mike Dieters, Labor Relations

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>
16/07	\$35,799	\$40,167	\$44,980
16/08	\$36,731	\$41,294	\$46,254