

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: February 22, 2012

SUBJECT: Common Council Legislative Analyst

In the 2011 Adopted Operating Budget for the City of Madison, the Common Council Office included a position of Research Analyst, in CG18-xx. There was no further description of the position in the budget document. At the May 17, 2011, Common Council Organizational Committee (CCOC) meeting, President Lauren Cnare established a President’s Work Group to review this position and its placement within the City’s classification and compensation plan, among other items. The Work Group consisted of Alders Steve King, Bridget Maniaci, and Satya Rhodes-Conway. The Work Group held 3 meetings, on June 7, July 6, and July 21, 2011. City staff, including myself, HR Director Brad Wirtz, ODT Officer Karl van Lith, and City Attorney Mike May, assisted the work group in developing a position description and class specification, determining that the position should be titled Common Council Legislative Analyst, classifying the position in CG18-08, and identifying that the position should be housed in the City Attorney’s Office rather than the Common Council Office. The work group generated a report, attached, which was accepted by the CCOC on September 6, 2011. The Common Council decided not to move forward with a recruitment in 2011. Rather, the 2012 adopted Operating Budget included the Common Council Legislative Analyst position in the Attorney budget, in CG18-xx.

Based on the attached report of the President’s Work Group, I recommend formal placement of the Common Council Legislative Analyst classification in CG18-08. Placement in range 8 is appropriate and consistent with similar positions such as Grant Writer and Alcohol Policy Coordinator. In addition, the position in the Attorney budget should be recreated to reflect formal placement in range 8 of CG18.

We have prepared the necessary Ordinance and Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2012 Annual Minimum (Step 1)	2012 Annual Maximum (Step 5)	2012 Annual Maximum +12% longevity
18/08	53,878	63,935	71,604

cc: Lauren Cnare-Common Council President
Mike May-City Attorney