

TO: Board of Estimates

FROM: Julie Trimbell, Human Resources

DATE: April 19, 2013

SUBJECT: Management Information Specialist 3

Fire Chief Steven Davis is requesting the recreation of a 1.0 FTE Fire Inspector position, #2191, (CG13-04) currently occupied by Mr. Richard Riphon to a 1.0 FTE Management Information Specialist 3 (MIS3) position (CG18-10) to directly serve the information technology needs of the Madison Fire Department. Upon reviewing the submitted position description, I recommend the Fire Inspector position be recreated as a MIS 3 position (CG18-10) due to the type and level of responsibilities to be performed. The change will become effective immediately following the retirement of Mr. Riphon, which is expected to occur on or before August 6, 2013.

Chief Davis has evaluated the needs of the Madison Fire Department and determined a need for a full-time, in-house information technology staff member. Current and former command staff members have been performing a number of information technology duties, which is not in-line with their positions. The creation of a MIS 3 is necessary in order to effectively meet the needs for the Fire Department, in both technological and managerial respects.

The MIS 3 will perform advanced-level professional work in the development and/or support of automated management information systems. Duties will include using business process analysis practices to translate customer business needs into information systems and/or technical solutions, developing project plans, coordinating resources within the Information Technology Department, ensuring compliance with City Information Technology policies and procedures and best practices, developing and implementing support systems and programs, providing technical assistance to Fire Department staff, and identifying and coordinating technology related training needs. The responsibility of this level of work is consistent with the class of MIS 3 and was confirmed by IT Technical Services Manager Rich Beadles, who assisted in developing the position description. This is also consistent with a similar MIS3 position within the Police Department.

As the MIS 3 classification already exists in the City's classification scheme, recreation of a Fire Inspector position within the Fire Department operating budget may be authorized directly by the Board of Estimates, according to Mayoral APM 2-4. Therefore, I am recommending recreation of a 1.0 FTE Fire Inspector position, #2191, to a 1.0 FTE MIS 3 position within the Fire Department budget. The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2013 Annual Minimum (Step 1)	2013 Annual Maximum (Step 5)	2013 Annual Maximum +12% longevity
13/04	\$61,775	\$61,775	\$69,186
18/10	\$59,654	\$71,694	\$80,288

cc: Steven Davis – Fire Chief
Michael Popovich – Assistant Fire Chief
Paul Kronberger – Information Technology Director
Greg Leifer – Employee and Labor Relations Manager