

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: December 26, 2006

TO: Personnel Board

FROM: Larry Oaks, Human Resources

SUBJECT: **Street Use Staff Team Coordinator**

I have conducted a review of the position (#3466) of Community Events Coordinator (occupied by K. Lamberty) in Compensation Group 18, Range 02. This position, as currently conceived, performs responsible administrative and coordinative work in the implementation of the City's Street Use Ordinance. As the chair of the Street Use Staff Team, work focuses on leading the consideration of Street Use Permit applications; and facilitating related administrative and operational considerations in conjunction with community events. Work focuses on coordinating multi-disciplinary consideration and decision-making through the orchestrated involvement of representatives from impacted City agencies. Under the general supervision of the Community Services Manager, within the Parks Division, this work necessitates judgment and discretion in successfully facilitating staff team efforts.

Although the current class of Community Events Coordinator substantially addresses the planning, coordination, and logistical considerations associated with community events (from a City perspective), I do not believe that the current class encompasses the level and type of staff team coordination currently assigned. More specifically, the incumbent provides a leadership role in facilitating "City" consideration of Street Use Permits (and associated administrative work). Accordingly, I feel that it is appropriate to acknowledge this role through the creation of the new single-position class of "Street Use Staff Team Coordinator" (class specification attached).

Consistent with this expanded role, I recommend that this new class be placed in Compensation Group 18, Range 04. This placement serves to acknowledge the expanded role relative to the prior placement; equates this position with the class of "Bioterrorism Preparedness Coordinator" (18/04) with a comparable coordinative role in planning, developing, and coordinating inter-agency efforts in bringing diverse public safety and public health perspectives into an integrated preparedness approach. This placement also serves to equate this position/class with the class of Parks Community Relations Coordinator (18/04) with a distinct, yet comparable role in volunteer management, media relations, marketing, fundraising, community relations, etc. within the Parks Division.

This position has evolved to the current level over some time in a way that support the reallocation of the incumbent.

I have prepared the necessary ordinance and resolution to implement these recommendations.

Attachment

cc: Elinor Riley, Parks
James Morgan, Parks

Compensation Group/Range	2006 Annual Minimum (Step 1)	2006 Annual Maximum (Step 5)	2006 Annual Maximum (w/Longevity)
18/02	38,886	44,133	49,426
18/04	41,511	47,870	53,612