## CITY OF MADISON INTER-DEPARTMENTAL CORRESPONDENCE

DATE: July 28, 2008

TO:

Personnel Board

FROM:

Gail Glasser, Human Resources

SUBJECT:

**Comptroller's Office Administrative Coordinator Position** 

At the request of the City Comptroller and the incumbent, we have conducted a study of the Comptroller's Office Administrative Coordinator position (#767) in Compensation Group 18 Range 04, held by K. Bentley.

The position has supervisory responsibility for the work of eight Comptroller's Office employees: The Document Services unit (formerly Word Processing), the Administrative Support Team (formerly Clerical Pool), and the Administrative Clerk. Work includes developing policies and procedures for the work areas and making the services provided known and available to all City agencies, a significant coordinative role. It should be noted that work area name changes (from Clerical Pool to Administrative Support Team and from Word Processing to Document Services) have been accomplished at the same time as upward reclassifications for employees with increased requirements for skills and responsibilities.

In addition to supervisory duties, ongoing work of the position includes department budget preparation and monitoring, specific assignments (e.g., preparation of the City's Official Statement for sale of general obligation bonds and revenue bond sales, administration of garnishments and state and federal tax levies for City employees), and administrative responsibilities (e.g., coordination of Mayor's Administrative Procedure Memoranda, information for staff and elected officials). The position additionally provides coordination for the City's worker's comp modified duty assignment program.

Sudden death of the City's Risk Manager in 2006 resulted in extraordinary demands on the Comptroller's Office. Under the Comptroller's supervision, the Administrative Coordinator assumed extensive work load and responsibility for the risk management role at the immediate problem-solving level as well as at policy and claim-administration support levels. The City filled the Risk Manager position on April 30, 2007, after the duties of the position could be accurately described. The City's current administration of risk management has a broader scope than it previously did, and correspondingly increased duties: The Risk Manager position (CG 18 R 12) has responsibility for upper-level policy matters and larger claims, as well as Worker's Compensation and Safety components formerly administered by Human Resources. The incumbent in the Administrative Coordinator position, while reporting to the Comptroller and not the Risk Manager, nevertheless manages claim intake and routine claim administration, and now dedicates 35% to 40% of the work load of the position to these duties.

Based on expanded responsibilities in previous duties and the addition of new duties, we believe that the position is comparable in responsibility and required skills to positions in professional series (Community Services Specialist 1, Engineer 1, Architect 1, Management Information Specialist 1) with accompanying supervisory responsibilities. We therefore recommend a change in classification title and in pay range for the position, to Comptroller's Office Administrative Services Supervisor in Compensation Group 18,

Range 06, and reallocation of the Administrative Coordinator incumbent to the new position.

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

## Attachments

cc: Dean Brasser, City Comptroller

Γ	Compensation	2008 Annual	2008 Annual	2008 Maximum with
	Group/Range	Minimum (Step 1)	Maximum (Step 5)	Longevity
ľ	18/04	\$44,039	\$50,785	\$56,888
r	18/06	\$46,820	\$55,127	\$61,750