TO: Personnel Board

FROM: William Wick, Human Resources Analyst

DATE: September 5, 2023

SUBJECT: Program Assistant 1 - Police

On April 26, 2023, Police Chief Shon Barnes submitted a request to Human Resources for a position study of Program Assistant 1 position #4381 in CG 20, Range 11; currently filled by Ellie Boebel. The request indicates that in addition to continuing to perform all functions related to the role of Pawn Program Administrator, the employee has assumed additional responsibilities related to releasing firearms from the Police Department's Property Unit, checking-out suspected illegal drugs from the Property Room and transporting them to the Wisconsin State Crime Laboratory for analysis, tracking and storing Personal Protective Equipment and supplies for the department, and serving as the Law Enforcement Coordinator for the Madison Area Crime Stoppers program, requiring additional knowledge requisite to perform those responsibilities. After a review of the updated position description, meetings with the position's supervisor Detective Sergeant Scott Reitmeier and employee Ellie Boebel, and upon a full analysis, I recommend the following for the reasons outlined in this memo.

- Recreate position #4381 as a Program Assistant 2 in CG 20, Range 12; and
- Reallocate employee, Ellie Boebel, to the new position.

Expansion of the position's duties began in January 2016 when responsibility was added for conducting firearms traces and background investigations for firearm returns out of the Property Room. In May 2018, responsibility was added for delivering evidence to the State Crime Lab. In March 2020, the position was assigned responsibility for ordering, tracking, and maintaining supplies related to the Covid-19 pandemic. In October 2021, the employee assumed leadership duties related to the Madison Area Crime Stoppers program.

A review of the classification specification for Program Assistant 1 describes the work as:

> . . . **responsible programmatic support work in a City department, division or other independent program unit**. Employees in this class **support a particular program or programs by performing or coordinating specialized program functions, interpreting and applying programmatic policies and procedures, and performing administrative tasks in support of the program**. The work requires exercising **considerable judgment and** discretion in the interpretation and application of policies. Employees in this class **work under the general supervision of the department, division, or program head and may provide direction to limited numbers of permanent and/or non-permanent staff**. Work is **distinguished from an Administrative Clerk** in that Administrative Clerks perform a wide range of administrative tasks **whereas a Program Assistant is responsible for coordinating program functions and related administrative tasks in support of a program and which require more in-depth knowledge of program operations in order to carry out such tasks**.
>
> Positions in this classification are not part of a progression series. Rather **advancement to a Program Assistant 2 or 3 is dependent on the needs of the department**, the

specific duties and responsibilities associated with the position, and is normally achieved through a competitive process. [emphasis added]

A review of the classification specification for Program Assistant 2 describes the work as:

> . . . **highly responsible, advanced-level programmatic support work in a department, division or other independent program unit**. Employees in this class **support a particular program or programs by performing or coordinating specialized program functions, interpreting and applying programmatic policies and procedures, and performing administrative tasks in support of the program**. Employees may lead a small (2-4) assigned clerical staff and/or assist with leading non-clerical staff. Otherwise, employees are **responsible for performing a variety of complex program related functions**. Employees in this class work under the general supervision of the department, division, or program head. Work is distinguished from a Program Assistant 1 in that a Program Assistant 2 may have direct supervisory responsibility. Otherwise, a Program Assistant 2 **may develop operating systems and procedures for the program, as well as have a greater depth of knowledge, independent decision making, and coordination of program activities at a higher level than a Program Assistant 1.** [emphasis added]

While some of the added duties and responsibilities indicated in the classification change request can reasonably be considered to align with the current classification of Program Assistant 1, the added depth of knowledge, independent decision making, and coordination of program activities related to leadership of the Crime Stoppers program (previously assigned to the Public Information Officer, a CG18/R08 position) and releasing firearms justify recreation of the position to a Program Assistant 2. Duties related to leading the Crime Stoppers program include scheduling, coordinating, and leading program meetings and drafting and releasing announcements to the public and media.

Based on the analysis detailed in this memo, I recommend that Program Assistant 1 position #4381 in CG 20, Range 11 be recreated as a Program Assistant 2 in CG 20, Range 12; and that the employee be reallocated to the new position.

The necessary resolution has been prepared to implement these recommendations.

Editor's Note:

Effective Date: April 30, 2023

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+12% Longevity)
20/11	$52,822.12	$59,126.08	$66,221.22
20/12	$54,123.16	$60,695.44	$67,978.82

Cc: Shon Barnes, Police Chief
John Patterson, Assistant Police Chief
Scott Reitmeier, Detective Sergeant
Ellie Boebel, Program Assistant 1
Local 6000
Erin Hillson, Human Resources Director

Emaan Abdel-Halim, HR Services Manager