TO: Personnel Board

FROM: William Wick, Human Resources Analyst

DATE: December 29, 2022

SUBJECT: Human Resources Data Analyst 2

At the request of then Human Resources Director Harper Donahue and with the support of current Human Resources Director Erin Hillson, I have studied the position # 868 of Data Analyst 2 (CG 18, Range 08) currently occupied by Brad Wollmann. The Human Resources Director is recommending movement of Brad Wollmann to Data Analyst 3 as part of the career progression outlined in the class specification for Data Analyst 1-3. After reviewing the position description (see attached), and having interviewed Brad Wollmann on changes in the position since it was created, I recommend that Brad Wollmann be moved to the level of Data Analyst 3 for the reasons outlined in this memo.

The class specification defines a Data Analyst 2 as:

> …the **objective level** of the Data Analyst career progression series both within the Finance Department and at the agency level. Employees complete **diverse data analytic assignments**; **prepare comprehensive reports** and recommendations; present and defend findings; and **exercise fully developed professional skills**. Under general supervision, employees are expected to independently exercise professional judgment and discretion. [emphasis added]

The class specification defines a Data Analyst 3 as:

> …**journey-level professional work** in the development and implementation of assigned data analytic programs, functions and services. Work is characterized by **considerable judgment**, **discretion and expertise** in the preparation and presentation of **complex analysis**, and the **administration of programs and services**, as assigned. Under general supervision, employees work with a **high degree of independence** in meeting specified objectives. [emphasis added]

The class series states:

> **At the agency level, this series is expected to progress from a** Data Analyst 1 to Data Analyst 2, and from a **Data Analyst 2 to a 3, as a function of the employee's career development.** However, **it is not anticipated that a Data Analyst in an agency will advance to the Data Analyst 4 level as the agency Data Analyst will not have overall responsibility for city-wide Data functions.** [emphasis added]

The main differences between a Data Analyst 2 and a Data Analyst 3 are that, at the 3 level, the Data Analyst is expected to perform more complex assignments with a higher degree of independence and to develop, implement, and administer assigned programs and services.

Brad Wollmann has worked for the City since November 2018 and was hired at that time as a Data Analyst 2, a position he has held for the entire duration of his employment. Prior to Brad's hire, Human Resources had not employed a Data Analyst. Originally, Brad was expected to be responsible for analyzing data related to the City's Racial Equity and Social Justice Initiative (RESJI) and to assist the Finance Department's data team.

Since 2019, the scope of this position has changed significantly, moving beyond RESJI and having minimal contact with the Finance data team. The position now functions as the primary point of contact for workforce People Analytics at the City of Madison, operating with substantial autonomy to coordinate the collection of City-wide data related to hiring, retention, and employee attrition. Brad has worked as a coordinator and project manager, assembling teams, as necessary, to assist in the creation and review of data collection tools. Brad has established key measures and reports that are now used during Executive Check-in meetings between the Mayor and department heads. Brad oversees ongoing City-wide data collection programs such as the quarterly Employee Pulse Survey and the Employee Exit Survey, efforts which provide City management with timely information on employee sentiment. Brad also conducts specialized investigations related to topics of interest to City managers, such as statistical analysis of the Building Inspection employment exams, which lead to modification of those exams. In response to the COVID pandemic's impact on City operations, Brad implemented tools to track temporary staffing requests and redeployment of staff to fill those requests. Brad has also led an examination of workplace climate in the Public Works agencies at the request of the Department of Civil Rights with support from the Engineering Division.

In order to support classification at the Data Analyst 4 level, this position would need to be consistently assigned to projects with major financial and policy-level implications, incorporating complex long-term planning considerations, and the coordination of inter-agency group efforts. That work would need to be performed with considerable independence in areas where clear policy and/or procedural parameters do not exist and would need to include providing leadership, advice, and consultation to Data Analysts working within other City agencies.

The work described in this memo are examples of the development, implementation, and administration of programs, functions, and services that are expected at the Data Analyst 3 level. Because Brad Wollmann has frequently demonstrated high level data analytical skills with a high degree of independence and autonomy, I recommend that he be reclassified to the higher Data Analyst 3 level.

We have prepared the necessary Resolution to implement this recommendation.

Attachment(s): Position Description

Effective Date: 05/29/2022

Compensation Group/ Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+ 12% Longevity)
18/08	$68,320.98	$81,073.98	$
18/10	$74,162.66	$89,130.08	$

Cc: Erin Hillson, Human Resources Director
        Emaan Abdel-Halim, HR Services Manager
        Brad Wollmann, Data Analyst