

TO: Finance Committee

FROM: Emaan Abdel-Halim, Human Resources

DATE: 20 August 2024

SUBJECT: Traffic Engineering Administrative Analyst 3 - LTE

Traffic Engineering has received \$6.3 million of federal grants through the Safe Streets and Roads for All (SS4A) Program to implement safety improvement projects in Madison, with a portion specifically designated for the impaired driving reduction program. At the request of Director of Traffic Engineering Yang Tao, a limited term employment position is proposed to take on the significant amount of work added to Traffic Engineering related to this grant funded program.

This is a new LTE position will be funded by the City's Safe Streets and Roads for All (SS4A) federal grant program. This position will be responsible for the implementation of alcohol harm reduction and prevention strategies to reduce the burden of alcohol related crashes in the City of Madison. Objectives include developing a safe ride program for non-tavern league member businesses, as well as research and surveillance for 'click and collect' purchasing. The position will work both independently and in collaboration with the Public Health Program Coordinator within the Substance Use Prevention and Harm Reduction team from Dane County and Madison Public Health.

Upon reviewing the submitted position description (see attached), this position will be responsible for the program planning, development and coordination of safe ride expansion program focused on reducing impaired driving. This work will include strategic communication and coordination with the other LTE position focused on safe streets. Therefore, I recommend the position be created as an LTE in CG18, Range 10, due to the programmatic type and level of responsibilities to be performed.

The work of the proposed new position is very much in line with the current classification of Administrative Analyst 3, which describes the work as:

...journey-level of the professional Administrative Analyst series. Work is performed with a **high degree of independence within applicable policy and procedural guidelines** and may involve self-initiated work consistent with the needs of the organization. Employees are **assigned varied and responsible analytic activities and prepare substantive study recommendations for policy body consideration**. Work may include providing leadership, advice, and consultation, on a project basis.

The desired background and experience for a successful individual in this position also lines up with the training and experience requirements found in the Administrative Analyst 3 classification. Two years of directly related professional experience in budgetary development and/or program analysis, with a related bachelor's degree.

Since the Administrative Analyst 3 1 classification already exists in the City’s classification scheme, the addition of Administrative Analyst 3 - LTE within the Traffic Engineering Division operating budget may be authorized directly by the Finance Committee, according to Mayoral APM 2-4. Therefore, I am recommending that the position that was funded be created as a 1.0 FTE LTE Administrative Analyst 3 position within the Traffic Engineering budget. The position is being created as an LTE because the Traffic Engineering Division was awarded funding to cover this position as for approximately two years to work on the project.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2024 Annual Minimum (Step 1)	2024 Annual Maximum (Step 5)	2024 Annual Maximum +12% longevity
18/10	\$81,047.46	\$97,404.58	\$109,093.14

cc: Yang Tao - Director of Traffic Engineering  
 Renee Calloway – Assistant Director of Traffic Engineering  
 Tom Mohr – Assistant Director of Traffic Engineering  
 Erin Hillson – HR Director