

TO: Finance Committee

FROM: Julie Trimbell, Human Resources Analyst

DATE: November 27, 2018

SUBJECT: Automotive Service Worker – Police Department

At the request of Police Chief Michael Koval, I have studied the 1.0 FTE position (#2542) of Automotive Service Worker (CG16, Range 8) to determine if the position is properly classified based on the current job responsibilities assigned to the position. As the incumbent is retiring in January, it is appropriate to review the position at this time in preparation for the upcoming recruitment. Based on information provided from Captains Jim Wheeler and Richard Bach, and incumbent Paul Bruhnke, and reviews of the updated position description and other classifications within the City, I recommend recreating position #2542 as a Program Assistant 1 in CG20, Range 11 effective on January 12, 2019 following the retirement of the current incumbent.

The current class specification defines the Automotive Service Worker as:

...routine manual and semi-skilled work in servicing motor vehicles and in coordinating the schedules of motor vehicle preventative maintenance program for the Madison Police Department. Under the limited supervision of supervisory personnel in the Special Services Section, work is performed independently and is subject to continuous and periodic review.

Examples of the servicing work include, “Perform minor general servicing of vehicles including tire repair, fueling vehicles, and lubrication. Check and adjust equipment and accessories. Clean vehicles.” The updated position description reflects the following responsibilities:

- Account for where each vehicle is assigned;
- Monitor the condition of the vehicle and coordinate vehicles that need servicing ;
- Deliver vehicles to the proper City Agency or private vendor for repair or service;
- Remove fleet vehicles from service that are scheduled for routine maintenance;
- Supply replacement vehicles for vehicles that are being serviced ;
- Facilitate the registration of vehicles with the Department of Transportation;
- Keep license plates and renewal stickers current;
- Obtain and install bar code stickers on squads for the CCB and Midtown parking structures;
- Propose which vehicles are to be kept in service and to whom the vehicles are assigned;
- Work directly with IMAT for installation and maintenance of laptops, arbitrators and other equipment.

Upon review of the revised position description, it was determined that the manual and semi-skilled work responsibilities in servicing motor vehicles were no longer being performed in this

position. The extent of vehicle inspection includes checking the emergency and vehicle lights, radio, and the oil life indicator from within the vehicle. The majority of the work is now administrative in nature coordinating the Preventative Maintenance Program, which only requires basic vehicle troubleshooting, familiarity with routine car care, and driving a vehicle.

The Program Assistant 1 class specification outlines:

... 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.

Because the responsibilities of this position have changed to include mostly administrative type responsibilities coordinating the Police Department’s Preventative Maintenance Program, the classification of Program Assistant 1 is appropriate for this position. The incumbent touches approximately 30 vehicles each day and is accountable for a fleet of 231 vehicles. This requires in-depth understanding and knowledge of the preventative maintenance program, and motor vehicle services provided within the City. As the Program Assistant 1 classification already exists in the City’s classification scheme, recreation of the Automotive Service Worker position within the Police operating budget may be authorized directly by the Finance Committee, according to Mayoral APM 2-4. Therefore, I am recommending recreation of the 1.0 FTE Automotive Service Worker position (CG16, Range 8), #2542, to a 1.0 FTE Program Assistant 1 position (CG20, Range 11), within the Police operating budget. The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2019 Annual Minimum (Step 1)	2019 Annual Maximum (Step 5)	2019 Annual Maximum +12% longevity
16/8	\$47,125	\$52,979	\$59,336
20/11	\$48,443	\$54,225	\$60,732

cc: Michael Koval – Police Chief  
 Richard Bach – Police Captain  
 Greg Leifer – Employee and Labor Relations Manager