

TO: Finance Committee
FROM: Bill Wick, Human Resources
DATE: July 13, 2022
SUBJECT: Increase FTE for 2 Administrative Clerk positions - Police

Madison Police Department Chief Shon Barnes is requesting the recreation of a 0.7 FTE Administrative Clerk 1 position (#4646) and the recreation of a 0.8 FTE Administrative Clerk 1 position (#4616), both in CG20/R09, into two 1.0 FTE Administrative Clerk 1 positions in the 2022 Police Department operating budget. One position is primarily responsible for payroll processing and the other is responsible for training support and tracking. Increasing these positions to permanent full time status will help ease the ongoing burden and growing needs for MPD.

The first Administrative Clerk 1 position is primarily responsible for payroll processing, auditing and resolving Telestaff scheduling and payroll issues, purchasing assistance, and support of personnel-related processes like family leave, workers' comp, MUNIS personnel action entries, employee file maintenance, and employee wellness program administrative support. This change is necessary due to a heavier workload due to departmental attrition, evolving payroll workload, and larger police academy classes, which have increased the volume and complexity of payroll transactions and training needs. The Police Department payroll staff are responsible for implementation and monitoring of several complex labor contracts and employee handbooks, serving as a resource for Police Department employees who have questions regarding payroll and scheduling issues. These training needs have significantly increased due to departmental attrition, which has resulted in more complex and time-intensive payroll processing as this position is increasingly involved in preparing detailed explanations for payroll revisions and documentation of process improvements (such as the recent creation of a reference guide for detective lieutenant on-call pay processes). The complexities of the Police Telestaff system and BIRT reporting (replacing Crystal Reports) necessitates adding new Telestaff workload to existing personnel. Other payroll personnel have become increasingly involved in Telestaff support and testing, as well as departmental staffing analyses to ensure the community has accurate information regarding commissioned resources and calls for service.

The second Administrative Clerk 1 position is primarily responsible for recording all commissioned law enforcement employee trainings into the LERMS and ACADIS databases in order to ensure the continuation of all commissioned employees' State of Wisconsin law enforcement certification, as well as managing facility reservation details at the Police Training Center. This position provides electronic copies of trainings attended and qualifications to individuals who request them. They are also responsible for tracking who is unable to attend mandated trainings and works with training staff to ensure needed trainings are completed so officers can return to full duty. For example, if someone is on light duty for an extended period of time and is unable to attend two or three different in-service sessions, this position tracks this information so that officer receives the missed training and can be released to full duty. In addition to recording trainings and weapons qualifications in LERMS and ACADIS, this position tracks the number of hours and type of training each commissioned officer at MPD receives each year. The department indicated this position's workload has long exceeded the capacity provided by a 0.7 FTE position, which has been exacerbated by larger annual police academies, departmental attrition, and more frequent accelerated academies.

For both positions, the department has indicated increasing these permanent part-time positions to full-time positions will also alleviate concerns exacerbated by the pandemic for recruiting and retaining part-time positions. These positions often require supervisors to spend significant time recruiting and training new employees, and can lead to results in higher costs to the City to backfill these two positions with overtime if both employees leave to pursue full-time opportunities. The increase would provide greater capacity to manage the current workflow, allow for cross-training among staff, and help with recruitment efforts.

For the reasons outlined in this memo, I recommend that the 0.7 FTE position of Administrative Clerk 1 (position #4646) and the 0.8 FTE position of Administrative Clerk 1 (position #4616) each be recreated to 1.0 FTE Administrative Clerk 1 positions; and that the employees, E. Bradley and C. Meyer, respectively, be reallocated to the new positions in the Madison Police Department 2022 Operating Budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+12% longevity)
20/09	\$47,856.64	\$53,808.56	\$60,265.66

Cc: Shon Barnes – Police Chief
Erin Hillson – Employee and Labor Relations Manager
Gregg Gotzion – AFSCME Local 6000