

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

01320

DATE: August 21, 2007

TO: Personnel Board
FROM: Larry Oaks, Human Resources
SUBJECT: **Housing Administrative Coordinator**

At the request of the "Housing Operations Unit Director" I have conducted a study of the position (#1027) of "Program Assistant 3" (17/13), occupied by L. Daniels. As initially conceived, this position functioned as the clerical supervisor for the central office and performed corollary administrative functions associated with that role. As the duties of this position have evolved, the incumbent is now more directly involved in the administration of the Division (incorporating purchasing, payroll, budgeting, etc.); assumes a more direct and substantive role in program admission/eligibility; and provides for the development of responsive unit policies, procedures and processes in response to HUD requirements.

These changes incorporate considerable job growth. Accordingly, I find it necessary to create the new class of "Housing Administrative Coordinator" (class specification attached).

I recommend that this new class be placed in Compensation Group 18, Range 06. This placement is one range higher than the related class of "Overture Center Administrative Coordinator" (18/05) with related but somewhat more narrowly focused responsibilities, and one range lower than "Housing Site Manager" (18/07) with more direct responsibility for a housing site and associated programs/services.

Since this role has incrementally evolved during the current incumbency, I recommend that the employee be reallocated to the new class.

I have prepared the necessary ordinance and resolution to implement these recommendations.

Attachment

cc: Agustin Olvera

Compensation Group/Range	2007 Annual Minimum (Step 1)	2007 Annual Maximum (Step 5)	2007 Annual Maximum (w/Longevity)
17/13	\$39,504	\$44,464	\$49,720
18/06	\$45,457	\$53,522	\$59,956