

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: July 13, 2007

TO: Personnel Board

FROM: Larry Oaks, Human Resources

SUBJECT: **Police Records Services Supervisor**

Consistent with other civilianization efforts within the Madison Police Department, a new position, tentatively identified as Records Services Supervisor (xx-xx), was established in the department's 2007 operating budget. This position will perform responsible supervisory and administrative work in the development and implementation of the Police Department's Records Section. As the unit supervisor, the employee will hire, train, assign, direct, evaluate and discipline subordinate administrative and clerical staff; schedule staff; handle related customer service problems; participate in and/or recommend the development of related policies, procedures and systems; and perform related administrative tasks. Work is performed within established guidelines and under the general supervision of a Police Captain.

This position will serve, in part, to relieve sworn personnel of the day-to-day supervision of subordinate administrative and clerical staff.

I have described the role and associated qualifications in the attached class specification. I recommend that this new class be placed in Compensation Group 18, Range 05 consistent with the parallel classification of "Police Report Supervisor" (and other first-line supervisors for comparable programs).

I have prepared the necessary ordinance and resolution to implement this recommendation.

cc: Captain Gloede, MPD
Terri Genin, MPD

Attachment

Compensation Group/Range	2007 Annual Minimum (Step 1)	2007 Annual Maximum (Step 5)	2007 Annual Maximum (w/Longevity)
18/05	44,240	51,293	57,460