

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: March 11, 2009

TO: Personnel Board

FROM: Michael Lipski, Human Resources

SUBJECT: Human Resources Positions

The Human Resources Department is undergoing a minor restructuring within the department to coincide with the impending retirement of a Personnel Analyst 2, effective at the end of July, 2009. The current structure of the Department shows a Personnel Administration Unit, a Labor Relations Unit, a Compensation and Benefits Unit, a Training Unit, and an Employee Assistance Unit.

The Personnel Administration Unit is currently headed by the Personnel Services Manager (CG18, Range 16) and staffed by a Personnel Analyst 2 and two Personnel Technicians 2. The Personnel Analyst 2 is responsible for, among other duties, recruitment of professional and Department Head positions, which includes developing recruitment plans, placing job announcements, developing appropriate screening materials, including exams, and screening applicants to be certified for interviews. This requires exercising a high degree of judgment and discretion in developing the recruitment plan, evaluating examination materials, and screening applications. In addition, there are two Personnel Technicians 2 who are responsible for staffing clerical and hourly positions. The Personnel Technician classification is described as a para-professional classification responsible for, among other duties, recruitment and staffing of positions within established parameters and not requiring the degree of discretion that a Personnel Analyst exercises on a regular basis.

The Compensation and Benefits Unit is headed by a Compensation and Benefits Manager and assisted by a Personnel Analyst 2 and a Personnel Technician 2. The Personnel Analyst 2 is responsible for, among other duties, conducting position studies, analyzing the results, and making recommendations on the appropriate placement of positions within the classification and compensation plans. This requires exercising a high degree of judgment and discretion in making comparisons among positions. The Personnel Technician 2 is responsible for administering the benefits programs the City offers.

The Human Resources Director has concluded, and I agree, that the department would function more efficiently by removing the barriers between the Personnel Services and Compensation and Benefits Units. We recommend creating another professional Personnel Analyst position and it is anticipated that the three Personnel Analysts in Personnel Administration and Compensation and Benefits will be cross-trained as there is significant overlap between the staffing and classification of positions. In staffing, the Personnel Analysts are required to look at both position descriptions and classification specifications in developing appropriate job announcements. The Personnel Analyst within Compensation and Benefits is responsible for working with departments to ensure that the classification specifications are updated and accurately describe the KSAs and training and experience required for a position. These items directly affect the recruitment of the positions. By having three professional Personnel Analyst positions all responsible for staffing, recruitment, conducting position studies, updating classification specifications, and making recommendations as to the appropriate placement of positions within the City's classification

and compensation plans, the incumbents will have a greater understanding of the interplay between the recruitment and classification of positions, which will lead to better, more efficient service to the departments.

As mentioned above, the Human Resources Department is seeking to create an additional Personnel Analyst position within the Human Resources Department. This will be accomplished by deleting one Personnel Technician 2 position at the time the Personnel Analyst position is filled and by using other salary savings due to the vacant Secretary 1 position within the department.

In addition, I recommend that the Personnel Analyst 1-3 series be deleted and retitled Human Resources Analyst 1-3. This matches the industry trend towards Personnel Departments being renamed Human Resources. I further recommend reallocating current incumbents of the Personnel Analyst series to the new Human Resources Analyst series at their current levels.

Finally, in reviewing the classifications within Human Resources, there is a classification of Labor Relations Analyst within Compensation Group 18, Range 6. However, the duties and responsibilities of this classification has been folded into the Human Resources Analyst series. As such, I recommend deletion of the Labor Relations Analyst classification. There are currently no employees within this classification.

We have prepared the necessary Ordinances and Resolutions to implement these recommendations.

Editor's Note:

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% longevity
18/06	48,225	56,781	63,596
18/08	52,309	62,073	69,524
18/10	56,781	68,241	76,440

cc: Brad Wirtz-Human Resources Director
Lucia Nunez-Civil Rights Director