

TO: Personnel Board  
FROM: Tameaka Bryant, Human Resources Analyst  
DATE: June 24, 2020  
SUBJECT: Administrative Supervisor-Senior Center

Community Development Division Director Jim O'Keefe and Senior Center Director Sally Jo Spaeni have requested a study of the Program Assistant 2 position at the Senior Center, #851, in CG20, Range 12, which is currently filled by Ms. Karen Cator. Since she started in this position, the Senior Center has changed significantly in various aspects, many of which have also changed the responsibilities associated with this position. After reviewing the position description submitted and conducting interviews with Ms. Spaeni and Ms. Cator, I recommend to recreate position 851 as an Administrative Supervisor in CG18, R03, to be filled through an internal, competitive process. Incumbent K. Cator will continue to underfill the position until completion of the competitive process.

The Program Assistant 2 class specification (attached) identifies work to

... 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. Employees may lead a small (2-4) assigned clerical staff and/or assist with leading non-clerical staff. Otherwise, employees are responsible for performing a variety of complex program related functions.

The Administrative Supervisor class specification (attached) identifies

... supervisory support work relative to the development and implementation of divisional and/or departmental administrative programs and functions. Employees in this class typically function as office managers responsible for the coordination of all administrative support including the supervision of administrative staffs. Work is characterized by responsibility for a wide variety of administrative services (such as the development and implementation of budgetary documentation and fiscal controls, personnel, purchasing, payroll, and the supervision of office clerical activities); and/or direct responsibility for a comprehensive administrative program requiring the development and integration of diverse and complex operational data inherent to unit operations.

Ms. Cator was hired at the Senior Center in 2003. She was hired for administrative support for the Senior Center Director as well as managing the rental program, payroll, and volunteer coordinator. The rental program is where people can rent out the Center for private events, and when Ms. Cator started, the rental program was meager, only earning \$7,000 in annual revenue. Over time, the rental program has grown significantly, currently earning \$30,000 in annual revenue and becoming a big undertaking on its own. As the rental program has grown, so has Ms. Cator's responsibility, as there became a need for paid Attendants to monitor the Center during these events, which she supervises and trains. With the increase in events, Ms. Cator is on call nights and weekends to attend to any emergencies that may arise during events. Currently Ms. Cator has the following people reporting to her: four hourly attendants, one full time custodian, an hourly administrative support person and a variety of volunteers and interns.

In addition to her direct reports, Ms. Cator serves as the supervisor on duty at the Senior Center approximately 60% of the time, as Ms. Spaeni's position requires her to travel and be out of the office quite a bit. In her supervisor on duty role, all of the staff of the Senior Center report to her in those times. Ms. Cator will assign and oversee work, and if there are issues, she will address them with Ms. Spaeni. She also has budgetary authority for on-going purchases in the agency and supports the financial transactions of other staff members. This position also creates reports, tracks the donor database, accounts for donation funds, and deposits funds for the Madison Senior Center Foundation, Inc. a 501(c)(3) organization. She also collects and reports financial data to the Committee on Aging and the Madison Senior Center Foundation by creating monthly reports.

As noted in the above description, a Program Assistant 2 has the ability to lead staff. However, with the recently created Administrative Supervisor classification, formal supervisory responsibility has been moved to the Administrative Supervisor. Because this position has formal supervisory authority over permanent and hourly employees, and volunteers on an ongoing basis, and also is the overall supervisor for all Senior Center employees when Ms. Spaeni is out of the office, it is appropriate to consider whether this position should be more appropriately classified as an Administrative Supervisor. Normally, the supervision of one permanent employee would not be enough to qualify, in this case, because this position has such significant on-going supervisory responsibility on a day-to-day basis for the Senior Center, I recommend that it be placed in the Administrative Supervisor classification. However, because the Personnel Rules do not permit a reclassification of employees from a position represented by the Employee Association into a non-represented position, this position should be posted for internal competition within the Community Development Division.

The necessary Resolution has been prepared to implement this recommendation.

Editor's Note:

Compensation Group/Range	2020 Annual Minimum (Step 1)	2020 Annual Maximum (Step 5)	2020 Annual Maximum +12% longevity
20/12	\$ 51,250.16	\$ 57,473.52	\$ 64,370.28
18/3	\$ 55,413.28	\$ 63,186.76	\$ 70,769.14

cc: Jim O'Keefe – Community Development Division Director  
 Sally Jo Spaeni—Senior Center Director  
 Greg Leifer—Employee and Labor Relations Manager  
 Mike Lipski – Human Resources Services Manager