

TO: Finance Committee

FROM: Brooke Gillitzer, Human Resources

DATE: April 6, 2026

SUBJECT: Administrative Assistant

The Human Resources Department received a request from Madison Police Department Chief John Patterson on April 2nd, 2026 requesting to study the 1.0 FTE position #2598 of Administrative Assistant (CG20, Range 14). Based on a review of the position classification worksheet, updated position description, and after several interviews I recommend amending the Police Department's 2026 operating budget to recreate the 1.0 FTE position #2598 of Administrative Assistant (CG20, R14) as an IT Specialist 1(CG18, R6).

The Administrative Assistant classification is described as follows:

... **responsible paraprofessional** staff support work relative to the development and implementation of divisional and/or departmental **administrative programs and functions**. 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. This work is performed with a high degree of independence and discretion. Under the general supervision of a department or division head, work is normally assigned in terms of program objectives and directives; and employees are responsible for establishing the necessary administrative procedures, methods and controls.... [emphasis added].

Due to software changes including the mitigation of Telestaff to Google Cloud, this position will now have duties related to professional work in the support of automated management information systems. It requires the implementation and support of a 3rd party application and the development of custom programming. This includes but is not limited to 1) performing basic analysis to document customer requirements, 2) writing, testing and implementing application code, 3) adhering to standards to ensure proper controls and security within code modules and 4) preparing documentation for users. The information technology (IT) work performed in this position is technical and professional, and includes:

- An increase in percentage of the position dedicated to Telestaff configuration and support
- Updating and/or reconfiguring Telestaff features
- Assisting with further steps to rectify high level errors
- Work to implement new features, configurations, and software updates
- Assist with Google Cloud migration
- Requiring experience using and configuring Telestaff or comparable scheduling software and knowledge of programming such as SQL, C, JAVA, or similar programming syntax.

These responsibilities fall more appropriately within the IT Specialist series, which includes performing specialized work relative to the City's management information systems and are assigned to perform either: 1) Applications Development or 2) Technical Support activities. In

terms of the appropriate level, IT Specialist 4 is advanced level lead work, which is beyond the current responsibilities of this position. Responsibilities at the IT Specialist 3 level are also more advanced-level professional work in the development or support of automated management information systems including the development and implementation of automated systems and major system components or the development and implementation of support systems and programs and may involve some leadership responsibility on specific projects. The IT Specialist 2 classification describes objective level IT work in the development or support of automated management information systems. Finally, the IT Specialist 1 is described as:

... entry-level **professional work** in the development or support of automated management **information systems**. This work is characterized by more routine and/or focused assignments where there is limited direct responsibility for the **development of automated systems** or the independent provision of customer support. This work is normally performed under the close to limited supervision of a Principal IT Specialist or other supervisor/manager and/or in a trainee capacity...[emphasis added].

This level aligns most appropriately with the responsibilities currently expected to be performed in this position, which includes entry-level professional IT work. Based on this analysis, I recommend recreating position #2596 as an IT Specialist 1 in CG18, Range 6 within the Police Department's 2026 operating budget. The reallocation was discussed with Local 6000 on April 3, 2026 and as of the publication of this memo the association has not responded to the notification of this position change.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2026 Annual Minimum (Step 1)	2026 Annual Maximum (Step 5)	2026 Annual Maximum +12% longevity
20/14	\$ 65,418	\$ 72,561	\$ 81,268
18/06	\$ 73,026	\$ 85,983	\$ 96,301

CC: John Patterson – Police Chief
 Paige Valenta – Assistant Police Chief
 Erin Hillson – HR Director
 Rick Marx – Local 6000