DATE: May 15, 2009

TO: Personnel Board

FROM: Michael Lipski, Human Resources

SUBJECT: Program Assistant 2, Information Technology

The Information Technology Department has requested a study of its' Program Assistant 2 position, Compensation Group 20, Range 12. The Information Technology Department has approximately 39 employees and this position is the only administrative position for the department. The position reports directly to the Director and is responsible for administering the Department budget, payroll, personnel transactions, purchasing, and other special department programs such as electronic recycling. In addition, the position is the Records Coordinator for the City, managing all records submitted to the State Records Center for storage. After reviewing the duties and responsibilities associated with the position, I conclude that the position should be recreated as an Administrative Assistant, Compensation Group 20, Range 14, and that the incumbent should be reallocated to the new position.

The class specification for an Administrative Assistant indicates that it is responsible paraprofessional staff support work, and

> 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.

In addition, the position is normally supervised by a department or division head. In the case of the position being studied, all the above criteria are met.

The incumbent reports directly to the Information Technology Director. In the past 2 years, the position has been assigned increased responsibility relating to the department budget. The position is now responsible for making salary projections for the upcoming year as part of the operating budget. Furthermore, the position makes estimates regarding the maintenance budget for the department. This includes items such as renewal of software licenses and maintenance of information technology infrastructure. The salary and maintenance components make up at least 90% of the department's budget. The position is also responsible for making ongoing adjustments to the budget as expenses are incurred throughout the year. The position prints out and reviews budget status sheets on a regular basis and assists in identifying potential problems. Finally, the position pays all bills for the department and assigns the proper account string to the billing as it relates to the budget.

The position is also responsible for all personnel transactions for the department. It maintains the department payroll and is responsible for tracking items such as worker's compensation and FMLA leave. The position is also responsible for purchasing for the department. However, in addition to the department purchasing, the position purchases all computer and IT related equipment for all city agencies.

The position solicits quotes and works with vendors to purchase non-standard equipment. Finally, the position coordinates the City's electronic recycling (e-cycling) program. Based on this, the position is responsible for a wide variety of administrative services, such as the budget, personnel, and purchasing.

Although the position is not responsible for supervising other clerical staff, the position is directly responsible for a complex administrative program, serving as the Records Coordinator for the City. Around 2006, the City stopped storing its own records and started contracting with the State of Wisconsin to store records. This position is responsible for coordinating that storage with the State. The position maintains the listing of how long records need to be stored, depending on the nature of the record. If new records are to be stored, the position is responsible for working out the retention schedule with the State. When agencies have records to be sent to storage, this position coordinates that process. Once the State identifies that records have met the retention schedule and are going to be destroyed, the position is responsible for notifying the affected department and addressing any issues if the department believes the records should continue to be retained. Finally, the position is assisting in developing policies relating to electronic record keeping. It should also be noted that when the City had a classification of Records Management Coordinator performing many of these same duties, it was also in Compensation Group 20, range 14, the same as an Administrative Assistant.

The high level of responsibility associated with this position and the fact that the position reports to the Department Head makes it appropriate for the position to be reclassified as an Administrative Assistant. This position was studied a little over a year ago, when it was a Program Assistant 1 and at that time, it was recommended (and approved) that the position be recreated as a Program Assistant 2. When the study was done, it was considered for placement as an Administrative Assistant. However, at that time, many of the duties described herein, especially as it relates to the budget and the e-cycling program, had just been assigned to the position and it was unclear as to how these duties would develop for this position. Now the position has been performing the duties for well over a year and it has become clear that the duties are at a high level. This is why reclassification to the higher position is now appropriate.

We have prepared the necessary Resolution to implement this recommendation

Editor's Note:

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% longevity
20/12	$40,647	$45,582	$51,064
20/14	$43,222	$47,942	$53,690

cc: Dick Grasmick-Information Technology Director