

TO: The Board of Estimates  
FROM: Harper Donahue, Human Resources  
DATE: May 22, 2014  
SUBJECT: Police Report Leadworker

The Madison Police Department is seeking to add a Police Report Leadworker position (CG20/R11). MPD's authorized staffing level of Police Report Typists consists of 21 full-time, one permanent part-time and three hourly positions. PRT's provide support and report processing 24/7/365 and are assigned to decentralized locations throughout the city.

Currently, there is one supervisor for this work group, which makes it difficult to provide adequate leadership and support to the unit. Ideally, a leadworker position would provide additional oversight for PRT's working day/evening shifts and help encourage consistent implementation and understanding of processes performed by all PRT's, regardless of their assignments. This would also allow for meaningful one-on-one contact with employees and the ability to identify issues in a timelier manner.

It should be noted that this is not a new classification. MPD intends to fill this position through an internal competitive process among current Police Report Typists. Upon filling the position, the underlying Police Report Typist 2 vacancy will be deleted.

#### Attachments

Compensation Group/Range	2014 Annual Minimum (Step 1)	2014 Annual Maximum (Step 5)	2014 Annual Maximum + 12% longevity
20/08	\$39,022	\$43,685	\$48,932
20/11	\$42,635	\$47,724	\$53,456

cc: Michael Koval – Chief of Police  
Sue Fichtel – Records Manager  
Greg Leifer – HR Labor Relations Manager  
Mike Lipski – HR Services Manager