

CITY OF MADISON  
**INTER-DEPARTMENTAL**  
CORRESPONDENCE

DATE: April 24, 2008

TO: Personnel Board

FROM: Sherry Severson and Gail Glasser, Human Resources

SUBJECT: **Transit Officer Manager**

At the request of Transit General Manager Charles Kamp, a study of Metro's Transit Office Manager position (# 2785) in Compensation Group 43, Range 11 (occupied by A. Schroeder) has been completed.

This position provides responsible administrative support and advanced level programmatic work at Madison Metro. The work involves developing and implementing workflow processes for senior managers (operations, finance, planning, marketing, and agency IS) in addition to the General Manager. Work includes developing and maintaining tracking methods and procedures for ongoing projects, such as writing specifications for buses, site visit evaluations and ordering buses. This position identifies contract and operating requirements and develops procedures to track whether requirements are being met, and drafts contracts for signature. As office manager, this position serves as records custodian, maintaining confidential and personnel records, and coordinates drug and alcohol testing.

Responsibilities identified for the "Transit Office Manager" in the existing class specification include providing responsible secretarial, and general administrative support activities for Madison Metro. The position has evolved and current duties reflect a greater independence of action and initiative. The work requires exercising considerable judgment and discretion in the performance and coordination of a wide variety of responsible administrative support and program activities involving all units of Madison Metro.

We find that the activities are consistent with the "Program Assistant" series and recommend that the current position be placed in Range 12 of Compensation Group 43. Pay in that range is within the "Program Assistant 1" and "Program Assistant 2" pay ranges (20/11 and 20/12). Since the employee has assumed said responsibility incrementally, we recommend reallocation to the higher level.

We have prepared the necessary resolution and ordinance revision to implement this recommendation and have updated the Transit Office Manager specification to reflect the current duties.

cc: Mike Deiters, Labor Relations  
Charles Kamp, Madison Metro Transit

Compensation Group/Range	2007 Annual Minimum (Step 1)	2007 Annual Maximum (Step 5)	2007 Maximum (w/Longevity)
43/11	\$36,918	\$41,864	\$46,878
43/12	\$37,938	\$43,094	\$48,256