

TO: Personnel Board

FROM: Julie Trimbell, Human Resources Analyst

DATE: June 30, 2021

SUBJECT: Grants Administrator, Police

At the request of Police Chief Shon Barnes on May 3, 2021, I have studied the 1.0 FTE position (#4248) of Grants Administrator 3 (CG18, Range 10), currently occupied by Jim Powell, to determine if the position is properly classified based on the current job responsibilities assigned to the position. Based on meetings with Jim, Teague Mawer, Police Administrative Services Manager, Linette Rhodes, Community Development Grants Supervisor, and Hardy Garrison, Accounting Technician 3, and reviews of the position description and other classifications within the City, I recommend recreation of position #4248 to Grants Administrator 4 in CG 18, Range 12 and reallocation of the incumbent to the new position.

Jim was hired as a Grants Administrator 1 in 2009, and advanced to Grants Administrator 2 in 2013 and to Grants Administrator 3 in 2017. This position is responsible for grants administration within the Madison Police Department (MPD), which currently includes 20 grants totaling \$5,384,425, with the largest grant being \$1,200,000. Over time, the responsibilities of the position have evolved and include seeking out and researching grant opportunities, developing projects and proposals by coordinating with cross-sector partners, overseeing all financial aspects, monitoring compliance and fulfilling reporting obligations. Previously staff members in the ranks of Lieutenant and higher served as program leads when a grant was awarded to the Department, and Jim provided guidance as needed, but now Jim is co-leading these efforts and is providing project management responsibilities.

The duties and responsibilities of the Grants Administrator 4 that differentiate it from the 3 are:

- Provide ongoing leadership and training to staff within areas of responsibility and expertise. Coordinate subordinate activities on major development projects.
- Participate in the general management of the program as a management team member. Develop and recommend program policies and procedures. Assume managerial responsibilities as assigned.
- Perform complex multi-disciplinary analysis of community development proposals; the development and integration of inter-governmental resources; and the development and implementation of related strategies. Resolve problems encountered in program implementation.
- Represent program interests in a variety of venues to include high-level inter-agency teams.

Jim continues to provide ongoing leadership and training to commissioned staff members with regard to the grant process and project management. In addition, Jim provides training and leadership to staff members in the MPD Finance unit in the absence of the manager. In 2019,

Jim also organized a citywide Grants group and has led this group by facilitating meetings and discussions, providing consultations to other city employees involved with grant processes, and sharing his USDOJ-approved grants management manual.

Although Jim does not serve on the Management Team, he does attend those meetings as needed and in his supervisor’s absence, and has been involved in strategic and continuity of operations planning for MPD. Jim has written a 153-page grant management policies and procedures manual and a grant-funded contractor monitoring procedures guide for his own position, has been integral in the agency’s donations Standard Operating Procedure and internal controls/processes, and discipline matrix, and participated on various MPD committees. As mentioned previously, Jim also serves in the absence of his manager as needed.

Although the third differentiating task in the Grants Administrator 4 classification specifies “complex multi-disciplinary analysis of community development proposals” and Jim’s primary focus is police-related matters, he does regularly research, recommend and pursue community-capacity building and other community-based grants that benefit the community and other city agencies (i.e. Community Development, Public Health, Mayor’s Office), as well as external organizations (i.e., Madison Metropolitan School District, University of Wisconsin, Dane County agencies, and community organizations). He scopes out cooperative strategies, identifies partners, forms collaborations, assembles, organizes and leads teams, problem solves, and manages group dynamics all while representing MPD interests.

This position has evolved over time and is functioning at a higher level by serving as a project manager for grants administration and co-leading grant efforts at MPD, and initiating, pursuing and leading grants with various external partners/resources consistent with the level of work found in the Grants Administrator 4 classification. Based on the prior analysis, I recommend recreating the 1.0 FTE Grants Administrator 3 position, #4248, in CG 18, Range 10 to a 1.0 FTE Grants Administrator 4 in CG 18, Range 12, and reallocating the incumbent to the new position within the Police Department budget.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2021 Annual Minimum (Step 1)	2021 Annual Maximum (Step 5)	2021 Annual Maximum +12% longevity
18/10	\$71,630	\$86,086	\$96,417
18/12	\$78,305	\$94,535	\$105,880

cc: Shon Barnes – Police Chief
 James Patterson – Assistant Police Chief
 Teague Mawer – Police Administrative Services Manager