

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):  
Vacant  
Work Phone: 267-8751
2. Class Title (i.e. payroll title):  
Program Assistant 1
3. Working Title (if any):  
n/a
4. Name & Class of First-Line Supervisor:  
Meagan Hatfield, Program Assistant 2  
Work Phone: 608-265-1147
5. Department, Division & Section:  
Department of Public Works and Transportation, Parking Utility and Traffic Engineering Divisions.
6. Work Address:  
30 W. Mifflin St; Suite 900
7. Hours/Week: 38.75  
Start time: 7:30am      End time: 3:30pm
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned:

---

10. Position Summary:

This is responsible, administrative, programmatic and professional support work within the Traffic Engineering/Parking Division. This position serves as the central payroll and personnel assistant for the Traffic Engineering and Parking Divisions, the chief administrative staff for the City Transit and Parking Commission, the administrative assistant for the Traffic Engineering Division office staff, and is responsible for gathering, organizing and reporting administrative, budgetary, operational and/or statistical data for various Traffic Engineering and Parking Utility programs.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

**25%** A. **CENTRAL PAYROLL & PERSONNEL ASSISTANT FOR TRAFFIC ENGINEERING AND PARKING DIVISIONS**

1. Review timesheet entries in Sharepoint electronic timesheets for Traffic Engineering and Parking Division employees in Downtown office. Verify that time reported corresponds to entries in office register, and make corrections as needed.
2. Extract/import timesheet data for office staff into MUNIS. Run bi-weekly reports in MUNIS to develop and maintain employee spreadsheets for the entire department (both office and field) reflecting vacation/sick leave/comp time usage and balances, bi-weekly pay, overtime earned, etc.
3. Monitor leave usage and create reports from these records, upon request.
4. Disseminate information to employees re: benefits, procedures, salary increases, etc.
5. Respond to employee inquiries on payroll/personnel issues. Provide orientation to hourly employees. Familiar with processing Family Leave Requests, FMLA city leave intricacies and track employee use of such leave. Process Accident Reports and Worker's Compensation forms, and track same. Interpret Local 6000 Employee Handbooks for Represented and Non-Represented Employees, APM's and ordinances as they relates to payroll and work rule matters.
6. Provide input to Division Head, Transportation Operations Analyst and Assistant Parking Manager on existing personnel policies and recommend changes as appropriate.
7. Use NeoGov software to initiate and process documents for hiring and promoting employees and notify candidates who were not selected. Use MUNIS software to report Personnel Actions, making changes to employee records related to an employee's status. Make arrangements with the IT department with requests regarding new or terminated employees.
8. Maintain organizational flow charts.

**25%** B. **PROVIDE PROGRAMMATIC SUPPORT FOR TRANSIT & PARKING COMMISSION**

1. Compose agendas in Legistar; process mailing of final agenda and attachments; compile and maintain list of pending agenda items.
2. Attend a meeting monthly and take notes of the proceedings; Prepare minutes in the City's Legistar system. Act as a liaison between program staff, coordinating the dissemination and processing of information, technical execution of the meetings, and maintaining records.
3. Track Council referral items and monitor compliance with due dates. Report Commission actions to Common Council and other referral agencies; respond to questions from other agencies and citizens about Commission procedures and actions Compose reports to Commission members on procedural issues. Enter resolutions and create substitutes, as directed by the Commission.
4. Manage and monitor activities, including the scheduling of meetings and facilities
5. Organize and maintain up-to-date Commission records (roster, mailing list, correspondence, reports, etc.) Notify appropriate City agencies of meeting schedule and changes.

**25 %** C. **ORGANIZATION AND COLLECTION OF OPERATING BUDGETS AND PERSONNEL RELATED DATA FOR TRAFFIC ENGINEERING AND PARKING PROGRAMS**

1. Collect and organize operating budget data. Review budget data for consistency with format and past precedents. Make budget projects as directed. Ensure mathematical accuracy of all calculations on budget document and correctness of narrative.
2. Prepare additional materials and documentation as necessary.
3. Provide Administrative Support to the Assistant Parking Manager. Draft memos, maintain appointment calendar, schedule meetings, screen telephone calls and make referrals.
4. Gather, organize and prepare reports and correspondence. Initiate, compose and process agency documents. Provide assistance to professional/technical employees in areas requiring knowledge of departmental programs and operations and/or general administrative expertise.
5. Gather, organize and report administrative data, operational information and/or statistical
6. Assist in handling confidential personnel and other matters.
7. As needed, compile and prepare personnel-related budget information for Transportation Operations. Analyst and Assistant Parking Manager; develop salary estimates for preparation

of Traffic Engineering and Parking Division job postings and budgets. Prepare salary estimates for inter-agency charges.

**20 % D. SUPPORT TRAFFIC ENGINEERS WITH STREET LIGHT AND SIGNALS PROGRAM**

1. Assist Traffic Engineers with signal and streetlight assessments.
2. Maintain current templates for the various types of resolutions and documents associated with assessments, and enter resolutions in Legistar. Schedule and track hearing and legislation deadlines, assemble documents. Assist staff in drafting legislation and installing resolutions in Legistar.
3. Train new Traffic Engineers in the legislative and committee process for assessments. Serve as resource person for professional staff on software questions.
4. Assist in distribution and dissemination of information to BPW staff and the public in a timely manner. Prepare and edit press releases and public hearing notices and distribute them to various media outlets using the City's website, email and fax in a timely manner. Maintain email distribution lists for same.
5. Prepare correspondence and reports from various sources. Draft responses to routine inquiries. Finalize correspondence and reports drafted by staff (review for factual correctness, make grammatical corrections, edit text for easy readability, proofread).

**4 % E. SUPPORT PARKING AND TRAFFIC ENGINEERING DIVISIONS OFFICE STAFF**

1. Serve as administrative assistant to Assistant Parking Utility Manager. Maintain appointment calendar, schedule meetings, screen telephone calls and make referrals. Gather, organize and prepare reports and correspondence. Serve as liaison between Division Head and agency staff.
2. Provide administrative support for confidential personnel and office management matters. Initiate, compose and process agency documents.
3. Serve as operator for printers/copiers in the Office.
4. Serve as Records Retention Coordinator with regard to payroll, personnel and committee records.

**1 % F. Related Work**

Perform related work as required

12. Primary knowledge, skills and abilities required:

- Thorough knowledge of office practices and procedures.
- Thorough knowledge of English composition, correct punctuation, spelling, grammar, and acceptable business letter and report formats.
- Knowledge of the legislative process and terminology, as well as Roberts Rules of Order.
- Knowledge of budgetary, financial, and accounting principles and practices.
- Ability to multi-task in a fast moving organization.
- Ability to carry out administrative details efficiently and independently.
- Ability to meet multiple deadlines on a continuous basis.
- Ability to set priorities and to schedule and distribute work as required, with minimal direction.
- Ability to collect, organize and summarize data as directed.
- Ability to compose correspondence.
- Ability to attend evening meetings, take and compose commission meeting minutes, draft commission agenda and reports, and maintain commission records.
- Ability to interpret departmental policies, procedures and regulations.
- Ability to effectively convey information regarding departmental programs and committee work.
- Ability to effectively convey information regarding City payroll procedures and work rules to departmental employees.
- Ability to maintain effective working relationships with managers, co-workers and the general public.

- Ability to use current PC and citywide software programs, various office equipment and multi-line telephones effectively.
- Ability and commitment to maintaining adequate attendance.

13. Special tools and equipment required:

Familiarity with payroll, personnel, budgetary and legislative processes; proficient in Excel and Word; experience with various types of software, including word-processing software, databases, spreadsheets, City's MUNIS financial program, Sharepoint, NeoGov, and Legistar. Knowledge and experience with general office equipment, including computers, scanners, telephones, copiers, fax machines, and calculators.

14. Required licenses and/or registration:

None.

15. Physical requirements:

Ability to sit for prolonged periods of time, and to use hands for keyboarding or note-taking for prolonged periods of time.

16. Supervision received (level and type):

Minimal supervision by immediate supervisor (Asst Parking Garage Manger) The major tasks assigned to this position have deadlines, some of which are self-defined. The employee is responsible for setting priorities to ensure the work is completed, accurately and on time.

17. Leadership Responsibilities:

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.  
 I have been provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

---

SUPERVISOR

---

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.