

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: July 13, 2007

TO: Personnel Board

FROM: Larry Oaks, Human Resources

SUBJECT: **Police Report Supervisor**

At the request of Police Command staff, I have conducted a study of the position (#3816) of Police Report Supervisor (17/14), occupied by S. Christianson. Although this position was established some time ago as a non-represented supervisory position, it was conceived within a police command structure that did not anticipate independent action. As the incumbent has gained the full spectrum of supervisory skills and the command structure has been modified to place more direct responsibility/authority on this non-sworn position, the job has changed. As currently defined this position performs responsible supervisory and administrative work in the development and implementation of the Police Department's Automated Systems Unit (ASU). As the unit supervisor, the employee will hire, train, assign, direct, evaluate and discipline Police Report Typists; schedule staff according to minimum staffing requirements; handle software and hardware problems; participate in and/or recommend the development of related policies, procedures and systems; and perform related administrative tasks. Work is performed within established guidelines and under the general supervision of a Police Captain. I have updated the class specification to reflect these enhancements (see attached).

I recommend that this class (as modified) be placed in Compensation Group 18, Range 05 in order to equate it with other comparable first-line non-sworn supervisors within the Police Department (i.e., Parking Enforcement Supervisor).

Because this position has evolved to its current level over some time (during the current incumbency), I recommend that the employee be reallocated.

I have prepared the necessary ordinance and resolution to implement these recommendations.

cc: Captain Gloede, MPD
Terri Genin, MPD

Attachments

| Compensation Group/Range | 2007 Annual Minimum (Step 1) | 2007 Annual Maximum (Step 5) | 2007 Annual Maximum (w/Longevity) |
|--------------------------|------------------------------|------------------------------|-----------------------------------|
| 17/14 | 40,700 | 45,574 | 51,038 |
| 18/05 | 44,240 | 51,293 | 57,460 |