

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: April 21, 2009

TO: Personnel Board

FROM: Michael Lipski, Compensation and Benefits Manager

SUBJECT: Parks Administrative Services Manager Position

The Parks Division currently has a vacant Parks Administrative Services Manager position, in Compensation Group 18, Range 10. The position was recently vacated due to the retirement of the incumbent. The Parks Superintendent, Kevin Briski, is taking this opportunity to redefine the scope of the position and has asked the Human Resources Department to study the position for an appropriate classification and pay range.

The class specification for the Parks Administrative Services Manager currently describes the following work:

professional staff support in the development, analysis and administration of various Parks Division budgets and in the development and/or analysis of departmental programs, operations, and functions; supervises the payroll, personnel, and purchasing functions for the Division; prepares special assessments for the State Street Mall and Capitol Concourse areas; provides oversight and analysis of worker's compensation, wage insurance and general payroll distribution; coordinates the letters of credit for the Division; and participates in policy development and interpretation for both internal operations and as it relates to the public use of Parks facilities. The work is performed under the general supervision of the Parks Superintendent. Work is characterized by regular use of independent judgment and discretion

However, upon reviewing these duties and responsibilities, Mr. Briski has determined that the position should be expanded to increase the efficiency of the Parks Division operations. In addition, the class specification fails to incorporate some duties and responsibilities currently assigned to the position. Mr. Briski submitted an updated position description for review.

After reviewing the updated position description (see attached), I recommend that a new classification be created titled Parks Financial and Administrative Manager. This reflects a blending of the administrative services responsibility of the position but places greater emphasis on the financial responsibility of the position and the training and experience requirements of the position, similar to the Engineering Financial Officer (CG 18, range 10). I recommend that the existing classification of Parks Administrative Services Manager be deleted and that the new position be placed in CG 18, range 12, comparable to Administrative Services Manager positions in Police and Fire.

The updated position description identifies additional supervisory responsibility for the administrative function of the Parks Division. This includes development of internal administrative systems and controls, overseeing the resolution of operational or systems problems, and supervising administrative and

clerical staff who work at the front desk of the Parks Division.¹ Furthermore, the new position description provides a clearer picture of the budgetary responsibility of this position. The position is responsible not only for the capital and operating budgets of the Parks Division, but also the budgets of two enterprise funds, Golf and the Pool. The enterprise fund budgeting was not included in the current class specification. The position is also now expected to serve on the Division's labor-management team, a new duty. Finally, the position has greater responsibility in designing and implementing administrative and operational analysis studies in order to recommend policy, procedural, work assignment, and program changes. These duties were not included in the previous class specification.

A comparison with other positions in the City shows that this position should be classified in range 12 of CG 18. The Fire and Police Administrative Services Managers are both at this range and share similar levels of responsibility. Both positions are responsible for developing, analyzing, and administering complex budgets, participate in labor relations, design and implement administrative and operational studies and make recommendations based on the results, and supervise staff.

Positions at range 10 do not include the same level of overall responsibility. For instance, the Engineering Financial Officer, while greatly involved in that area's budget, does not have the same level of supervisory and administrative responsibility. The class specification for that position contemplates that the employee "may supervise or lead clerical and/or paraprofessional staff in the administration and/or coordination of related services." This means that the Engineering Financial Officer could supervise an account technician or similar position which would assist in preparing the budget. However, that classification is not expected to supervise employees in payroll, purchasing, and the administrative areas of the division, as this position is. In addition, while the Library Administrative Services Manager (range 10) oversees a wide range of operations, such as maintenance and janitorial staff, business office personnel, and the library technology specialist, the position is only responsible for assisting the Library Director in preparation of the budget. Finally, the Water Utility Administrative Services Manager class specification (range 10, currently unused), also described broad responsibility for personnel-related issues at the Water Utility. However, that position was not involved in the budget beyond budgeting for personnel-related issues.

After reviewing the relevant positions, it is appropriate to place the position being studied in range 12, comparable to the Police and Fire positions. These positions have the full range of duties and responsibilities that are contained in the position being studied. The various positions in range 10 do not encompass this full range of duties and responsibility. I also recommend retitling the position the Parks Financial and Administrative Manager to reflect the emphasis on budgeting. This position is going to be responsible for all the Parks budgets, including the enterprise funds. In recognition of this level of responsibility, the training and experience requirements are similar to the Engineering Financial Officer, requiring a degree in Accounting or Finance, or other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position. The attached class specification for Parks Financial and Administrative Manager reflects all the changes discussed herein.

¹ Some of these duties and responsibilities, specifically the supervision of the administrative staff, are currently assigned to the Parks Community Services Manager. However, removal of these duties and responsibilities does not affect that classification's pay range as the class specification did not include these duties and responsibilities and were not considered at the time that classification was placed in its compensation group.

We have prepared the necessary Ordinance and Resolution to implement these recommendations.

Editor's Note:

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% longevity
18/10	\$56,781	\$68,241	\$76,440
18/12	\$62,073	\$74,938	\$83,928

cc: Kevin Briski - Parks Superintendent