

CITY OF MADISON  
**INTER-DEPARTMENTAL**  
CORRESPONDENCE

DATE: November 20, 2008

TO: Personnel Board

FROM: Gail Glasser, Human Resources

SUBJECT: Public Health Administrative Services Manager

At the request of the Director of Public Health-Madison and Dane County, we have conducted a study of the Public Health Administrative Services Manager position in Compensation Group 18, Range 11 (#925), held by D. Caes.

Under general supervision of the Director, the employee in the position is part of the executive team for the reorganizing department, with the Director of Environmental Health and Laboratory (a City position) and the Director of Public Health Nursing (now a County position). The employee has primary responsibility for budget development, fiscal management of State and federal grants and contracts, and City payroll, personnel, purchasing and facilities management functions for the department.

Significant changes for the position have followed the merger of Dane County and City of Madison Health Departments. Preparation of capital and operating budgets for Dane County, in addition to the City of Madison's, and increased oversight of program efforts in the Women Infants and Children and other programs have been required of the employee in the position. In this regard there are requirements directly comparable to those for the Accountant 4 class for providing high-level accounting and reporting support both for the department and for City of Madison and Dane County. The Fire Department's Administrative Services Manager class, identified by position title as having many areas of similar responsibility when the Health position was reclassified in 2003, is now quite directly comparable.

We recommend placement of the class in Compensation Group 18, Range 12, in recognition of increased responsibility and complexity of duties. This placement is consistent with the Fire Administrative Services Manager and Accountant 4 classes with comparable duties and responsibilities. We further recommend that the incumbent be reallocated to the new class, and have prepared the necessary Resolution to implement the recommendation.

cc: Dr. Thomas Schlenker, Director, Public Health—Madison and Dane County  
David Caes, Public Health Administrative Services Manager

Editor's Note:

Compensation Group/Range	2008 Annual Minimum (Step 1)	2008 Annual Maximum (Step 5)	2008 Annual Maximum w/ 12% Longevity
18/11	\$57,605	\$69,417	\$77,740
18/12	\$60,265	\$72,756	\$81,484