

TO: Personnel Board

FROM: Julie Trimbell, Human Resources Analyst

DATE: August 5, 2020

SUBJECT: Administrative Clerk 1 – Madison Fire Department

At the request of Fire Chief Steven Davis, I have studied the 1.0 FTE Administrative Clerk 1 position, #2155, in CG20, Range 9, currently filled by Ms. Heidi Dewsnap, to determine if the position is properly classified based on the current job responsibilities assigned to the position. Since the time Ms. Dewsnap was hired, the duties and responsibilities of her position have changed significantly. After reviewing the position description submitted and conducting multiple interviews with Ms. Dewsnap, her supervisor, Administrative Assistant Denise DeSerio, and Program Assistant 1 Elise Cole with the Madison Police Department, I am recommending the following:

- Recreate the current Administrative Clerk 1 position #2155 as a Program Assistant 1 in CG20, Range 11.
- Reallocate the incumbent in position #2155 to the new position.

Ms. Dewsnap was originally hired as a Clerk Typist in July of 2000. In 2001, she was reclassified to an Administrative Clerk 1 due to the increased responsibilities she had taken over with regard to the Plan Review process and purchasing duties, including the Clothing Program for commissioned staff. In late 2007, another Administrative Clerk 1 was hired and work responsibilities shifted around. At that time, Ms. Dewsnap no longer had primary Plan Review process responsibilities, but instead took on primary responsibility for the Clothing Program and processing fire report requests. Initially, Ms. Dewsnap would track expenses in the Clothing Program using a spreadsheet and type up authorized forms, but the majority of the program was managed by payroll staff at the Madison Fire Department. Since 2009, staff have been able to submit orders through a vendor's web-based program. Ms. Dewsnap responsibilities changed over time and she is now responsible for managing this program, which accounts for approximately 67% of her workload and includes the following activities:

- Reviewing and approving/denying all fire department uniform and tools requests;
- Generating reports;
- Ordering items as needed;
- Maintaining inventory of in-house items;
- Reviewing and approving invoices, and encumbering funds;
- Tracking and monitoring clothing allowances/balances and ensuring they align with contractual agreements;
- Participating in MFD's Clothing Committee and RFP meetings;
- Serving as a liaison with various vendors;
- Troubleshooting issues that arise;
- Administrator responsibilities with setting up and managing the Department's online account with vendors.

In addition to this program, Ms. Dewsnap also oversees the tools ordering process, which is similar to the Clothing Program. She also processes fire report requests, has purchasing responsibilities, and processes worker's compensation claims and off-duty injury medicals.

The Program Assistant 1 class specification outlines:

...responsible programmatic support work in a City department, division or other independent program unit. Employees in this class support a particular program or programs by performing or coordinating specialized program functions, interpreting and applying programmatic policies and procedures, and performing administrative tasks in support of the program. The work requires exercising considerable judgment and discretion in the interpretation and application of policies. Employees in this class work under the general supervision of the department, division, or program head and may provide direction to limited numbers of permanent and/or non-permanent staff. Work is distinguished from an Administrative Clerk in that Administrative Clerks perform a wide range of administrative tasks whereas a Program Assistant is responsible for coordinating program functions and related administrative tasks in support of a program and which require more in-depth knowledge of program operations in order to carry out such tasks.

The responsibilities surrounding the Clothing Program require considerable judgment and discretion in the interpretation and application of policies and procedures, in-depth knowledge of the program and independence in performing the work. A comparable position also exists within the Madison Police Department. They have a Program Assistant 1, Ms. Elise Cole, who is responsible for managing their uniform process. Ms. Cole also spends approximately 67% of her time performing similar work, including: Participating in MPD's Uniform Committee and RFP meetings; Obtaining quotes for items; Tracking and monitoring clothing allowances/balances and eligibility; Verifying monthly invoices; Ordering items as needed; Processing purchase orders as needed; Maintaining specific inventories; Serving as a liaison with the primary vendor; Troubleshooting issues that arise; and Performing Administrator responsibilities with setting up and managing the Department's online account with the vendor. This work is nearly identical to that of position #2155. Due to these program responsibilities and the amount of judgment, discretion, and time spent performing them, as well as the variety of other administrative support functions, I feel the appropriate classification for this position is Program Assistant 1 (CG20, Range 11). This classification appears to be the most comparable in terms of the level and type of responsibility.

Based on the previously outlined analysis, I recommend that Administrative Clerk 1 position #2155 in CG20, Range 9 be recreated as a Program Assistant 1, CG20, Range 11, with the incumbent reallocated to the new position.

The necessary Resolution has been prepared to implement this recommendation.

Editor's Note:

Compensation Group/Range	2020 Annual Minimum (Step 1)	2020 Annual Maximum (Step 5)	2020 Annual Maximum +12% longevity
20/11	\$50,018	\$55,987	\$62,706
20/09	\$47,147	\$53,010	\$59,371

cc: Steven Davis – Fire Chief  
Denise DeSerio – Administrative Assistant  
Greg Leifer – Labor and Employee Relations Manager