

CITY OF MADISON  
**INTER-DEPARTMENTAL**  
CORRESPONDENCE

DATE: April 20, 2009

TO: Personnel Board

FROM: Michael Lipski, Compensation and Benefits Manager

SUBJECT: Community Development Grants Administrator Series

The City's classification system currently has Community Development Grants Administrator 1-4 classifications. These positions exist within the Department of Planning & Community & Economic Development, Community Development Division. The City currently does not have other positions dedicated to administering grants. However, with the economic stimulus bill recently passed by Congress, other departments within the City are seeking grants and are seeking to create LTE positions to administer the grants.

The class specification for the Community Development Grants Administrator describes a 4-step progression within the classification. Employees start as a CD Grants Administrator 1 and after 2 years, employees generally are moved to a 2. Positions at the 3 and 4 level are allocated based on the needs of the organization and employees are not automatically moved to these positions. Upon reviewing the duties and responsibilities, I have determined that it makes more sense to recreate this series as a Grants Administrator 1-4 series, removing the reference to Community Development. This will create a broader classification that can be used by other departments in administering grants. Specific duties and responsibilities relating to the Community Development Division can be described in a position description. I have revised the classification specification to remove the specific references to Community Development. (See attached)

Along this same line, the Police Department has requested the creation of a Limited Term position to administer grant money as part of the stimulus bill. After reviewing the position description, I have concluded that this position should be created as a Grants Administrator 1-LTE. The position description (See attached) indicates primary responsibility (60% of the position's time) for development, administration, coordination, evaluation, and reporting on various grants. This includes reviewing grants to determine whether they apply to the Police Department, developing grant proposals and submitting grant applications, tracking the spending of grant money, initiating disbursement of grant funds, monitoring and recording grant project progress, and reconciling grant information with the City's financial software. These duties and responsibilities fall within the Grants Administrator 1 classification.

We have prepared the necessary Ordinances and Resolutions 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
18/06	\$48,225	\$56,781	\$63,596
18/08	\$52,309	\$62,073	\$69,524
18/10	\$56,781	\$68,241	\$76,440
18/12	\$62,073	\$74,938	\$83,928

cc: Bill Clingan - Community Development Director  
Noble Wray - Police Chief  
Terri Genin - Police Administrative Services Manager