

TO: Personnel Board
FROM: Michael Lipski, Human Resources
DATE: December 14, 2009
SUBJECT: Creation of Command Center Operator hourly classification

Monona Terrace has requested the creation of a new hourly classification to provide relief to its MT Command Center Operators (CG16, Range 07). The MT Command Center Operator is responsible for monitoring and operating the building security systems, coordinating deliveries, checking in individuals arriving through the “back of house” area of the building, and performing routine clerical functions. The Command Center is staffed Monday-Friday from 5 a.m.-1:30 a.m., and until 2 a.m. on Saturday and Sunday, and Monona Terrace has 4 permanent employees to cover this staffing. This normally doesn’t cause a problem, but when employees take approved leave, the other employees need to fill in for each other or supervisors are forced to reassign operations workers, preventing them from doing their normal job. Having an hourly employee or two available to fill in during leave times as needed would give MT flexibility to approve leaves without affecting the work of other classifications. The intent is that the hourly employees would perform the duties outlined in the current class specification for MT Command Center Operator (attached).

This work is specific to a degree that it is not covered by an existing classification. The Security Officer hourly classification is the closest but Security Officers are not required to have computer experience. However, this position requires the incumbent to have the ability to use computers to operate the command center and to perform clerical tasks. Accordingly, I am requesting a new hourly classification be created called Command Center Operator, at an hourly rate of \$12.19/hr. This rate is consistent with other hourly classifications based on positions in CG16, Range 07, including the hourly laborer and hourly building cleaner. In calling the hourly classification Command Center Operator, and eliminating the reference to Monona Terrace, the classification may be used in other parts of the City as needed.

We have prepared the necessary Resolution to implement this recommendation.

Attachment

cc: Connie Thompson-Monona Terrace
Mike Deiters

Compensation Group/Range	2009 Hourly Rate
16/ Hourly	\$12.19