

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: January 22, 2009

TO: Personnel Board

FROM: Michael Lipski

SUBJECT: Program Assistant 1, Water Utility

The Water Utility will soon have a vacant Program Assistant 1 position that it is seeking to have filled. The incumbent is leaving at the end of February 2009. The Water Utility has filed a certification hiring request (cert) to have the position filled and provided a position description with that request. The practice since I have started is that when a cert is submitted, a position description is required so that we can compare it to the class specification to ensure the position remains appropriately classified. Upon receiving a copy of the position description, this position was studied to determine whether it should remain classified as a Program Assistant 1.

According to the class specification (see attached), a Program Assistant 1 (CG 17/Range 11) performs responsible administrative support and advanced-level secretarial and/or programmatic work in a City department, division or other independent program unit. Employees in this class perform a wide variety of administrative, secretarial, and program support functions including such functions as office management; secretarial services to program head and professional staff; programmatic record keeping and reporting; performance and/or coordination of specialized program functions; and direct involvement in budget development and monitoring. The work requires exercising considerable judgment and discretion in the interpretation and application of policies and the development of operating systems and procedures. Employees in this class work under the general supervision of the department, division, or program head and may provide direction and/or supervision to limited numbers of permanent and/or non-permanent staff.

According to the class specification (see attached), a Secretary 1 (CG 17/Range 10) performs responsible secretarial and administrative support work. Employees in this class exercise judgment and discretion in the performance of a variety of activities requiring interpretation and/or application of policy. Secretary 1s often serve as the first level of review and resolution on correspondence and personal contact, and independently gather information, draft routine correspondence, or take other action to assist managers in the most effective utilization of their time by relieving them of administrative detail. Work at this level may involve leadership responsibilities in coordinating the completion of assignments. Secretary 1s typically work under the general supervision of a department or division head.

While the position in question currently reports to the Water Utility General Manager, a review of the position description that was submitted (see attached) with the hiring request fails to show the position's responsibility for the higher level work included in the Program Assistant 1 class specification, including responsibility for a program, involvement in developing and monitoring the budget, or office manager responsibilities. Rather, the position has responsibility for, among other things, preparing the department calendar, preparing agendas and minutes for meetings in Legistar, taking minutes, performing secretarial duties, answering questions, scheduling meetings, posting job announcements, maintaining files, maintaining the office phone list, ordering and maintaining the office inventory of office supplies, and

other functions.

Although the position description indicates office management duties, the specific duties involved with this include maintaining personnel files, organizing and filing, and maintaining official bulletin boards and this is only 5% of the position's time. There is no discussion of establishing office operating procedures and management of office staff, duties and responsibilities traditionally associated with an office manager.

In reviewing the class specifications for Program Assistant 1 and Secretary 1, it appears this position is more appropriately classified as a Secretary 1. The duties and responsibilities assigned to the position closely match the examples listed in the Secretary 1 class specification and do not rise to the higher level described in the Program Assistant 1 class specification.

We have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% longevity
17/10	\$37,589	\$42,760	\$47,892
17/11	\$38,975	\$44,021	\$49,296

cc: Tom Heikkinen-Water Utility General Manager