

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Thomas E Dull

Work Phone: 608-267-1171

2. Class Title (i.e. payroll title):

Police Info Sys Coordinator

3. Working Title (if any):

Police Info Sys Coordinator

4. Name & Class of First-Line Supervisor:

Suzanne Fichtel, Records Manager CG 18/15

Work Phone: 608-266-4950

5. Department, Division & Section:

Police

6. Work Address:

211 South Carroll Street, GR 10

7. Hours/Week: 38.75

Start time: 08:00 End time: 16:30

8. Date of hire in this position:

10-07-2007

9. From approximately what date has employee performed the work currently assigned:

10-07-2007

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10. Position Summary:

This is professional leadership work in the development and support of complex automated management information systems. This is advanced level work in operations, administration, project management, and strategic planning, over the diverse information systems within the Madison Police Department (MPD). This role provides coordination and communications with the MPD Technology staff, the City of Madison Information Technology Department, the Dane County 911 Center, the fourteen Regional Consortium agencies, various vendors, etc. This work requires considerable judgment, discretion and expertise in the development or support of highly complex and diverse management information systems. This position provides technical assistance and leadership to the five MPD Technology staff. The employee, under the general supervision of the Records Manager, exercises considerable independence, discretion, and leadership in meeting established departmental objectives.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 32% A. Continually evaluate the digital infrastructure of MPD's information systems and services in order to meet departmental standards, requirements, and goals.
1. Analyze, research, troubleshoot, recommend, coordinate and implement changes to existing: operational workflows/processes, as well as with the integration and consolidation of applications and systems.
 2. Analyze, research, recommend, coordinate and implement enhancements, new modules, and upgrades to existing applications and systems.
 3. Analyze, recommend, coordinate and implement new software development solutions as required.
 4. Analyze, recommend, coordinate, and implement related technology applications and systems for new buildings, office locations, expansions, or remodeling projects.
- 20% B. Serve as the administrator and coordinator for support of MPD information technology applications, systems, and services.
1. Administer the MPD centric applications: records management, mobile, in car video, internal affairs, dictation/transcription, card access, analytics, parking, etc.
 2. Coordinate the operational priorities, support, training, and assignments (applications, systems, districts, sections, units) for MPD Technology Section staff. This also includes 24X7 after hours support of critical applications and systems.
 3. Serve as MPD's TIME Agency Coordinator (TAC) for the Department of Justice Crime Information Bureau (CIB). Approve and coordinate the addition and removal of staff, certification courses, e-TIME/open search, and completion of audits with CIB and the FBI.
 4. Coordinate and fulfill internal and external Freedom of Information Act(FOIA) data requests as needed.
 5. Coordinate and distribute documentation on software and hardware as required.
 6. Serve as the department designee to the City IT department for any technology and user security approvals.
- 33% C. Coordinate and supervise information technology tasks, duties, and projects with both internal and external staff, to meet MPD's operational and project standards, needs, and goals.
1. Provide comprehensive project management services.
 2. Coordinate with the various sections of City Information Technology for MPD technology needs: Helpdesk, Network Operations, Media, Phones, GIS, Database Administration, etc.
 3. Serve as an authorized contact for MPD for the purpose of requests for: new and terminated employees, network and application rights, etc.
 4. Coordinate with various vendors that supply software, goods and other technology services to MPD.
 5. Coordinate with Dane County 911 Center regarding integration of CAD and the MPD records and mobile systems.
 6. Coordinate support for the shared applications and system utilized by the Regional Consortium.
 7. Supervise the activities of the MPD Technology staff. Review schedules, approve priorities and meet regularly with the staff, both as a unit and individually. Oversee and participate in all related personnel and labor relations matters. Interview and hire staff according to guidelines established by the Department. Evaluate staff performance and develop approaches to improve performance when necessary. Investigate complaints. Respond to employee grievances.
- 10% D. Financial Management
1. Provide operational, capital and grant budget information for applications, systems, goods, and services as requested.
 2. Coordinate and manage equipment for squads (Toughbooks, docks, wireless, printers, in car video, etc.), portable radios, and cell phones.

3. Coordinate and manage wireless and voice cellular accounts.
4. Analyze, calculate cost sharing for hosted systems, applications, software, and technical services for the Regional Consortium.

5% E. Perform related work as required.

1. Serve as backup for other unit supervisors within the Records Section.
2. Provide equipment and technical services for special events as required.
3. Participate in ad hoc committees as assigned.
4. Attend Management Team meetings when the Records Manager is unable to attend.
5. Perform other technical services as required.
6. All other duties as assigned.

12. Primary knowledge, skills and abilities required:

Ability to trouble shoot, problem solve and think creatively. Ability to apply project management principals and skills to manage multiple projects. Ability to provide and/or coordinate technical support for a diverse set of applications, systems, and environments with respective vendors and other agencies. Working knowledge of computer systems design. Ability to perform and/or coordinate achieving system maintenance and security objectives. Ability to readily become familiar with specialized law enforcement centric systems and assess technological needs and requirements. Ability to communicate effectively, both orally and in writing. Ability to effectively participate in team efforts to improve departmental programs, processes, and services. Ability to evaluate and recommend both short and long term technological enhancements, configurations, upgrades, etc. Ability to develop, coordinate and/or implement training and related documentation. Ability to administer and ensure the effective on-going operations, improvements, and strategic directions of multiple internal applications and systems. Ability to maintain effective working relationships. Ability to maintain adequate attendance.

13. Special tools and equipment required:

None

14. Required licenses and/or registration:

TIME Certification, valid driver's license

15. Physical requirements:

Ability to travel to various locations within the City and Dane County. Lift 50 lbs.

16. Supervision received (level and type):

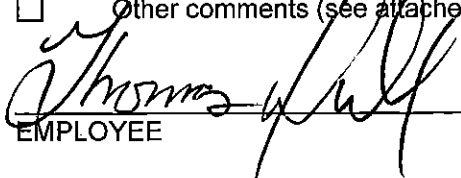
General

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).




EMPLOYEE

7/13/17

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).



SUPERVISOR

7/13/17

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.

**CITY OF MADISON
Supervisory Analysis Form**

This form is to be completed for all supervisory positions and is to become a permanent attachment to the current Position Description for the position. This information will be used to document the nature and extent of the "supervisory" duties assigned and to determine how that will affect the classification of the position.

A "supervisor" is generally defined as an employee who has authority and uses independent judgment to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or to effectively recommend such actions to a higher level authority. A "supervisor" is also usually the first level of resolution of employee grievances. An employee does not need to have authority in each area and does not need to exercise that authority on a regular basis to be considered a supervisor.

General Information:

1. Employee Name (or "Vacant"): Thomas E Dull
2. Position Class Title and CG/Range: Police Information Systems Coordinator CG 18/10
3. Name, Class, and CG/Range of Supervisor: Suzanne Fichtel Records Manager CG 18/15
4. Department/Division/Unit/Section: Police/Records/Technology
5. Please list those positions directly supervised:

| Class Title | # of Employee | Status (e.g., Permanent/Hourly) | Compensation Group/Range |
|-------------------------------|---------------|------------------------------------|-----------------------------|
| Information Technology Spec 2 | 5 | Permenant | 18/8 |
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Please attach organizational chart.

6. NATURE OF SUPERVISION. Please indicate the level of responsibility and authority assigned. If authority does not extend to all those listed in #5, specify exceptions. "Full Responsibility" suggests that the employee performs supervisory activities with a high degree of independence (subject only to administrative review). "Effectively Recommend" means that while a higher level supervisor/manager retains final authority on the matter, the recommendation of the incumbent in this position is generally followed.

Hire/Promote: Full Responsibility Effectively Recommend None

Responsible for the elements and completion of the interview process (position description, interview questions, evaluation of written and oral questions, etc.) Recommendations for hiring provided to the Records Manager.

Transfer: Full Responsibility Effectively Recommend None

If an employee was transferred into the Technology Section, I would be responsible for the assessment and assignment of tasks, duties, training, etc.

Assign: Full Responsibility Effectively Recommend None

Responsible for the assignment of schedules, duties, tasks, and projects.

Layoff/Recall: Full Responsibility Effectively Recommend None

I would provide recommendations to the Records Manager regarding any layoffs or recalls for employees in the Technology Section.

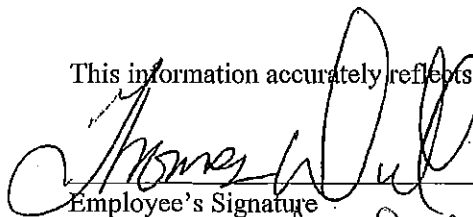
Discipline/Discharge: Full Responsibility Effectively Recommend None

Have varied responsibilities in discipline/discharge processes with communications, documentation, and assigned investigative tasks regarding employees. Recommend actions to the Records Manager and other supervisors/command staff.

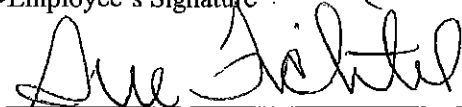
Grievance Handling: Full Responsibility Effectively Recommend None

Shared responsibility with the Records Manager.

This information accurately reflects the supervisory responsibilities assigned to this position.


Employee's Signature

8/15/2017
Date


Supervisor's Signature

8/15/17
Date