

TO: Personnel Board

FROM: Julie Trimbell, Human Resources Analyst

DATE: August 10, 2017

SUBJECT: Grants Administrator, Police

At the request of Police Chief Michael Koval, I have studied the 1.0 FTE position (#4248) of Grants Administrator 2 (CG18, Range 8), currently occupied by Jim Powell, to determine if the position is properly classified based on the current job responsibilities assigned to the position. Based on meetings with Ms. Terri Genin, Police Administrative Services Manager, and Mr. Powell, and reviews of the position description and other classifications within the City, I recommend recreation of position #4248 to Grants Administrator 3 in CG 18, Range 10 and reallocation of the incumbent to the new position.

Mr. Powell was hired as a Grants Administrator 1 in 2009 and advanced to Grants Administrator 2 in 2013. Since that time, the responsibilities of the position have become greater and more complex, and now include leadership responsibilities. The duties and responsibilities of the Grants Administrator 3 that differentiate it from the 2 are:

- Assume responsibility for the development and assessment of complex and multi-faceted funding proposals and contract terms relevant to major grant-funded programs and projects, with a high degree of independence.
- Provide a leadership role in the ongoing training of subordinates; and assign and monitor the work of designated professional assistants.
- Participate in the general administration of the office as assigned. Prepare and present major policy recommendations.

This position is responsible for grants administration for the Police Department, including seeking out and researching grant opportunities, developing projects and proposals by coordinating with cross-sector partners, overseeing all financial aspects, monitoring compliance and fulfilling reporting obligations. As the Department, City and other agencies have developed a deeper analysis of causes of threat to public safety, this position has played an integral role in identifying various partners (i.e., Madison Metropolitan School District, University of Wisconsin, Dane County agencies, community organizations and residents) and forming collaborations for grant proposals. With the diverse groups of partners brings about the complexity of developing cooperative agreements that benefit all parties with their own individual interests being met. Managing group dynamics and the facilitation of many discussions are imperative to having successful grant applications. There are currently 17 grants being managed in the Police Department totaling \$2,507,396, with the largest grant being \$700,000.

The grant reporting requirements from grantors have changed significantly over recent years becoming more complex with increasingly complicated compliance and reporting

requirements. With greater Congressional oversight and directives, the U.S. Department of Justice, from which many of their grants are awarded, has revamped their financial procedures and guidelines, and has even developed an extensive course list of training modules created to assist grantees in the grants administration process. Financial audits have also become more frequent, and require more information and preparation steps.

Although the second differentiating task in the Grants Administrator 3 classification specifies leadership over “subordinates” and “professional assistants,” this position provides leadership to staff members in the absence of the supervisor, but also provides leadership through other means. In addition to the previously described leadership roles of managing group dynamics and facilitating meetings, this position provides training and mentoring to commissioned staff members with regard to project and program management. Staff members in the ranks of Lieutenant and higher serve as program leads when a grant is awarded to the Department. Commissioned staff members who are new to the grant management process can find this assignment challenging due to the time commitment involved in addition to fulfilling their regular work duties. Due to his extensive knowledge of the grants administration process, Mr. Powell will provide guidance to the program leads as needed.

This position also participates in the general administration of the office, as mentioned previously, by providing leadership to staff members in the absence of the supervisor and attending Management Team meetings as needed. This position is also responsible for approving payroll on a regular basis and for processing payroll in a backup capacity. Mr. Powell has also written policy manuals for his own use and for staff members. In addition, he presents trainings and recommendations.

This position has evolved over time and is functioning at a higher level by managing the entire life cycle of grants administration for the Police Department. In line with the Grants Administrator 3 classification, this position is independently handling complex and major grants, providing leadership to commissioned staff members, and participating in the general administration of the office.

Based on the prior analysis, I recommend recreating the 1.0 FTE Grants Administrator 2 position, #4248, in CG 18, Range 8 to a 1.0 FTE Grants Administrator 3 in CG 18, Range 10, and reallocating the incumbent to the new position within the Police Department budget.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
18/8	\$61,286	\$72,726	\$81,453
18/10	\$66,526	\$79,953	\$89,547

cc: Michael Koval – Police Chief
Susan Williams – Assistant Police Chief
Terri Genin – Police Administrative Services Manager