

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Brendan Rudolph
Work Phone: 266-4024
2. Class Title (i.e. payroll title):
Administrative Clerk I
3. Working Title (if any):
Payroll Clerk
4. Name & Class of First-Line Supervisor:
Terri Genin, Police Administrative Services Manager (Finance Unit Manager)
Work Phone: 266-4477
5. Department, Division & Section:
Madison Police Department, Administrative Support, Finance Unit
6. Work Address:
211 S. Carroll St., GR-21
7. Hours/Week: 38.75
Start time: 8:00am End time: 4:30pm
8. Date of hire in this position:
November 7, 2013
9. From approximately what date has employee performed the work currently assigned:
Increasing job responsibilities beginning in the fall of 2014 culminating in significant added responsibilities as of December 12, 2016.

10. Position Summary:

This is highly responsible administrative support and advanced-level programmatic work developing and implementing City of Madison Police Department payroll activities, processing personnel activities, and developing and maintaining TeleStaff payroll and scheduling software functions. This position requires the utilization of independent judgment, discretion, and initiative in the interpretation and application of policies, procedures, and processes. In depth knowledge and technical skills are required in processing payroll through TeleStaff (the Madison Police Department scheduling software); interfacing with the MUNIS financial and human resources software; analyzing, correcting, or reporting programmatic issues with TeleStaff, MUNIS, and the interface; preparing reports through TeleStaff and MUNIS; developing, implementing, testing, and maintaining new functions and processes in TeleStaff; training employees in TeleStaff and MUNIS; and auditing employee payroll, accrued leave, and work history.

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

35% A. Payroll

1. On a biweekly basis, review download of TeleStaff information into the MUNIS payroll system. Verify accuracy of all payments related to payroll – including overtime, premium pay, holiday pay and any special adjustments. Update or correct information in either MUNIS or TeleStaff as needed. This process includes a review of the special reports provided by IT related to expanded overtime and work codes from TeleStaff that did not upload to the payroll system.
2. Create csv spreadsheets for any work codes not programmed to download from TeleStaff through the middleware software and import them into MUNIS.
3. Perform manual calculations of various payroll processes as needed to verify accuracy of payments for overtime, premium pay, etc. Utilize spreadsheets to perform automated calculations for various payroll processes.
4. Maintain a detailed knowledge of the various bargaining agreements and employee handbooks governing payments for MPD employees and explain information as requested by an employee or supervisor.
5. Process Payroll Adjustment Forms to correct any errors in any aspect of payroll or scheduling. Ensure appropriate paperwork is provided for Central Payroll and appropriate adjustments made in TeleStaff.
6. Create detailed, accurate error reports to reflect issues related to employees, supervisors, or the payroll system.
7. Maintain effective filing system for various paperwork related to payroll – including e-mail requests for adjustments, etc. Ensure follow through with employees and/or supervisors in addressing any payroll issues that may arise.
8. Run TeleStaff reports prior to payroll closing to determine any scheduling or system issues and correct/report these to the Master Scheduler and TeleStaff Team members for review.

30% B. TeleStaff Administrator

1. Review and interpret release notes for TeleStaff upgrades and patches to access viability and develop testing procedures.
2. Thoroughly test all new functions available in TeleStaff upgrades affecting current scheduling, payroll interface, and employee profile management functions as well as new functions that could potentially be added to current processes.
3. Coordinate TeleStaff upgrade and patch testing with Payroll Clerks. Identify new TeleStaff functions as they relate to payroll. Ensure upgrades and patches do not break existing payroll process.
4. Review payroll, personnel, and scheduling needs to determine if new TeleStaff work codes and processes are required.
5. Create, test, and document new TeleStaff work codes and processes.
6. Work with City IT and City Payroll to ensure work codes function with middleware software and are properly imported into MUNIS.
7. Attend TeleStaff Team meetings and provide input on payroll functions of TeleStaff. Review new TeleStaff features and interpret the feasibility of their use in relation to payroll processes.
8. Identify features to be requested for future updates.
9. In conjunction with payroll processing, identify system issues or processes that require employee retraining or fixes to TeleStaff.

15% C. Human Resources

1. Process Family Leave requests. Ensure that employee, supervisor, and/or Lt. of Personnel are aware of any issues with paperwork submissions. Ensure Master Scheduler is aware of Family Leave requests affecting the following year's schedule. Ensure that scheduling is updated on a timely basis. Ensure effective communication with all parties involved. Maintain an accurate updated list with the status of family leave requests.
2. Process Military Leave requests. Ensure Master Scheduler is aware of Military Leave requests. Ensure that employee, supervisor, and/or Lt. of Personnel are aware of any issues with paperwork submissions. Ensure that scheduling is updated on a timely basis.

Ensure effective communication with all parties involved. Maintain an accurate updated list with the status of Military Leave requests.

3. Ensure that all MPD payroll employees are updated as to changes in work shifts related to restricted duty, worker's compensation, administrative leave, etc.
4. Ensure effective communication of information to Lt. of Personnel to ensure that management staff are aware of the status of all employees as it relates to family leave, worker's compensation, military leave, restricted duty, etc.
5. Process personnel changes as needed. These include name and address changes, changes in insurance info, changes in deductions, etc.
6. Provide assistance to Lead Payroll with the following processes as needed:
 - Process hiring requests in NeoGov. Ensure MPD compliance with all hiring procedures required by City HR in relation to the hiring process.
 - Process Worker's Compensation requests. Ensure that employee, supervisor, and/or Lt. of Personnel are aware of any issues with paperwork submissions. Ensure that scheduling is updated on a timely basis. Ensure effective communication with all parties involved. Maintain an accurate updated list with the status of worker's compensation.
 - Process restricted duty requests. Ensure that employee, supervisor, and/or Lt. of Personnel are aware of any issues with paperwork submissions. Ensure that scheduling is updated on a timely basis. Ensure effective communication with all parties involved. Maintain an accurate updated list with the status of restricted duty.
 - Work with PS&IA regarding employees on disciplinary leave. This includes ensuring accurate scheduling.
 - Process employee resignation or retirements.

15% D. TeleStaff, MUNIS, and other spreadsheet reports and analysis

1. On a biweekly basis, generate premium pay reports for the Finance Unit Manager. Review for accurate posting to the correct accounts and note any errors to the Finance Unit Manager and City Payroll.
2. On a biweekly basis, analyze vacation, sick, and compensatory leave balances and process any needed corrections.
3. On a monthly basis, run reports for RDO and Earned Time balances and identify negative leave balances or balances exceeding contract maximums.
4. Work with IMAT personnel to ensure data generated through Crystal Reports is up to date and accurate.
5. Develop and analyze TeleStaff reports for the Lt. of Personnel – including restricted duty, family leave, military leave, potential disability leave, etc.
6. On request, analyze TeleStaff work history and posted MUNIS account balances for the Finance Unit Manager to reconcile balances.
7. Review MUNIS employee profiles for accurate information including assigned job salary codes and allocations.
8. Maintain spreadsheet of employees with assigned allocations.
9. Maintain spreadsheets of expanded overtime entries and double-time compensation to be reported quarterly to the Finance Unit Manager.
10. Coordinate with the Grant Manager and Accountant to ensure employees paid through grants have properly assigned allocations.

5% E. Miscellaneous

1. Process court overtime payments to retired MPD employees.
2. Process employment verifications.
3. Communicate with other City agencies to allow Finance Unit personnel access to various computer programs.
4. Provide back up support to other members of the Finance Unit.
5. Attend meetings as needed to provide input as it relates to payroll, personnel, TeleStaff, MUNIS, etc.
6. Provide training and leadership to new payroll employees.
7. Provide training/assistance to MPD employees in accessing the functions of TeleStaff and MUNIS.

8. Review City policy, contract, MOU, and handbook changes to recommend and implement updates to current procedures or note any conflicts with TeleStaff or MUNIS functionality.
9. File all appropriate paperwork in the Employee's Personnel or Medical file.

12. Primary knowledge, skills, and abilities required:

Knowledge of general financial and clerical methods and procedures. Knowledge of Madison General Ordinance, Administrative Procedure Memoranda, Union Contracts, and Employee Handbooks as they relate to payroll, benefits, personnel, and scheduling. Proficiency with Excel, Word, and other software applicable to the duties of the position. In depth knowledge of TeleStaff including employee profile management and assignment creation, work code implementation and interface with payroll and scheduling, and report functions. In depth knowledge of the financial and personnel functions of MUNIS. Ability to create reports for the Finance Unit Manager, Management Team, and the Lt. of Personnel regarding payroll, Worker's Compensation, restricted duty, FMLA. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationships with internal staff and staff of other agencies. Ability to exercise judgment and discretion in completing assigned tasks. Ability to maintain confidentiality of employee's personal information. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Proficiency with Excel and Word. Ability to develop expertise in job specific software including the City's financial system and the MPD scheduling system. Ability to use a calculator.

14. Required licenses and/or registration:

15. Physical requirements:

Work in this position is primarily sedentary, requiring the ability to sit/stand at a desk, work on a computer and use a monitor for extended periods of time under varied and occasionally stressful situations.

16. Supervision received (level and type):

Work is performed under the general supervision of the Police Finance Unit Manager. In addition, coordinate with the Lt. of Personnel and Captain assigned as the TeleStaff Coordinator.

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).

Brandon Rudolph
EMPLOYEE

10-25-17
DATE