

TO: Finance Committee

FROM: Julie Trimbell, Human Resources Analyst

DATE: September 30, 2022

SUBJECT: Administrative Clerk 1 – Madison Fire Department

At the request of Fire Chief Chris Carbon, I have studied the 1.0 FTE Administrative Clerk 1 position, #2165, in CG20, Range 9, currently vacant (previously filled by Dawn Turner through August 20, 2022), to determine if the position is properly classified based on the current job responsibilities assigned to the position. Since Dawn promoted into this position, the allocation of duties and responsibilities of this position have shifted to focus more specifically on the EMS Program. After reviewing the current and prior position descriptions, conducting interviews with Dawn and her supervisor, Administrative Assistant Denise DeSerio, and considering similar positions within the Madison Fire Department (MFD), I recommend the following:

- Recreate the vacant Administrative Clerk 1 position #2165 as a Program Assistant 1 in CG20, Range 11.

The former incumbent promoted into this Administrative Clerk 1 position in 2017 to support various functions within the Fire Department, including EMS/Fire, purchasing, logistics, Recruitment, Health & Wellness, as well as other routine and miscellaneous tasks. Over the past five years, the responsibilities of this position have shifted and are now focused mainly on supporting the EMS Division and the Health & Wellness Programs. These two programs now account for 60% and 20% of the workload, respectively, and include the following activities:

- Reviewing validity reports and coordinating updates with crews as necessary;
- Reviewing and analyzing various record/report requests for HIPAA compliance, communicating with various requestors to validate and clarify requests, consulting with City Attorney, redacting information as appropriate and preparing documents for review, approval and release;
- Updating patient records/reports in the ImageTrend software system;
- Routing required information/documents to ambulance vendor website;
- Purchasing EMS medical supplies and equipment;
- Monitoring blanket purchase orders, processing change orders, financial coding, providing financial estimates;
- Auditing invoices and troubleshooting billing issues;
- Serving as a liaison with ambulance and occupational health vendors, participating in quarterly meetings;
- Coordinating with patients for lost items;
- Scheduling various medical exams and appointments, maintaining database of exams and audit for currency.

The Program Assistant 1 class specification outlines:

...responsible programmatic support work in a City department, division or other independent program unit. Employees in this class **support a particular program or programs by performing or coordinating specialized program functions, interpreting**

and applying programmatic policies and procedures, and performing administrative tasks in support of the program. The work requires exercising **considerable judgment and discretion in the interpretation and application of policies.** Employees in this class work under the general supervision of the department, division, or program head and may provide direction to limited numbers of permanent and/or non-permanent staff. Work is distinguished from an Administrative Clerk in that Administrative Clerks perform a wide range of administrative tasks whereas a Program Assistant is responsible for **coordinating program functions and related administrative tasks in support of a program and which require more in-depth knowledge of program operations in order to carry out such tasks.** [emphasis added]

The responsibilities of this position with respect to the EMS Division Program require judgment and discretion with regard to HIPAA requirements for privacy and the release of confidential patient/medical information. This requires in-depth knowledge of the requirements and internal procedures while independently performing the work. A comparable position, #2155, in the Fire Department was reclassified from an Administrative Clerk 1 to a Program Assistant 1 in 2020 for its oversight and support of the MFD Clothing Program. Due to the program responsibilities and the amount of judgment, discretion, and time spent performing them, as well as the variety of other administrative support functions, I feel the appropriate classification for this position is Program Assistant 1 (CG20, Range 11). This classification appears to be the most comparable in terms of the level and type of responsibility.

As the Program Assistant 1 classification already exists in the City’s classification scheme, recreation of an Administrative Clerk 1 position within the Fire Department operating budget may be authorized directly by the Finance Committee, according to Mayoral APM 2-4. Therefore, I recommend recreation of the 1.0 FTE Administrative Clerk 1 position #2165 in CG20, Range 9 as a Program Assistant 1, CG20, Range 11.

The necessary Resolution has been prepared to implement this recommendation.

Editor’s Note:

Effective Date: 6/12/2022

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum +12% longevity
20/11	\$50,770	\$56,830	\$63,649
20/09	\$47,856	\$53,808	\$60,265

cc: Chris Carbon – Fire Chief
 Denise DeSerio – Administrative Assistant
 Erin Hillson – Labor and Employee Relations Manager
 Joe Seifert - Local 6000 representative