

TO: Personnel Board
FROM: Bill Wick, Human Resources
SUBJECT: Transit Finance Manager
Date: May 1, 2023

At the request of Transit General Manager Justin Stuehrenberg, I conducted a position study of the Transit Finance Manager (position #3051, CG44/R14) in the Metro Transit Division; currently occupied by Jennifer Schiller. The request for this position to be reclassified is based on the employee taking on a leading role in coordinating with partner entities (including the University of Wisconsin-Madison and surrounding municipalities), additional responsibility for administering a significant increase in both local funds and capital grant funds, and administering new partner contracts that have added complex regulations and processes. Based on conversations with General Manager Stuehrenberg, Transit Chief Administrative Officer Rachel Johnson, the employee, and upon reviewing the current position description, I recommend the following:

- Delete the classification of Transit Finance Manager in CG 44, Range 14;
- Recreate the classification of Transit Finance Manager in CG 44, Range 15; and
- Reallocate the employee, Jennifer Schiller, into the recreated classification.

Jennifer began employment with the City in June 2021 as the Transit Finance Manager and has held the position since that time.

A review of the classification specification for Transit Finance Manager identifies the work as:

...responsible administrative, supervisory and professional financial management and administrative services work involving responsibility for managing the financial, fiscal and general administrative systems of Metro Transit. The position is responsible for preparing the capital and operating budgets; developing fiscal controls and systems; overseeing personnel administration, payroll and purchasing, including supervising use of the City's finance-specific software; coordinating the integration of grant funding into financial systems; and preparing related analysis and recommendations. This position is responsible for infusing racial equity goals, principles, and tools into all aspects of Metro Transit Finance operations. Under the general supervision of the Transit General Manager, this position serves as a member of the Transit System's Senior Management Team and is required to use independent judgment and discretion. [emphasis added]

Over the past two years, and especially since late 2021, Jennifer's financial management duties and responsibilities have increased in scope and complexity as reporting requirements, project and personnel management, and budgetary needs have expanded. Examples include additional work resulting from the Bus Rapid Transit (BRT) project and the Infrastructure Investment and Jobs Act (IIJA) that was signed into law in November 2021, including administration of new partner contracts that took effect in January 2022 following passage of the IIJA. Because the Transit Finance Manager was already responsible for administration of other regulatory compliance, including audit, it is logical and more efficient for the additional responsibilities created by BRT and IIJA to be performed by this position, rather than creating another new position that would directly report to the Transit Finance Manager. The work performed by this position will ensure that federal and partner revenues continue uninterrupted.

During the course of this study, I reviewed the responsibilities and duties for the comparable CG18/R15 classification of Water Utility Financial Manager.

The classification specification for Water Utility Financial Manager identifies the work as:

...highly responsible professional and managerial work in planning, coordinating and directing the functions, staff and activities of the Administration Section of the Madison Water Utility. The Administration Section comprises the following units: Finance and Accounting, Customer Service and Billing, and Meter Operations. The employee in this class oversees and is responsible for the Water Utility's financial health and performance, including all necessary internal, City and Public Service Commission required financial reports. The work entails the overall management of the financial planning, accounting, billing, customer service, metering, and field service functions. The work also requires the review and approval of rate increase applications to the Wisconsin Public Service Commission. Work is characterized by a high degree of judgment, discretion, and initiative. As a member of the Utility's Management Team, this position participates in the formulation of Utility policy and the identification and resolution of issues pertaining to management. Work is performed under the general supervision of the Water Utility General Manager. [emphasis added]

In evaluating the classifications of Transit Finance Manager and Water Utility Financial Manager, there are several similarities supporting placement in the same range. First, each of these positions performs high level supervisory/managerial, administrative, and professional work within the respective agency, including administration/coordination of complex contracts and required financial reporting to state and/or federal regulatory agencies. Second, each of these positions works closely with the agency head and/or an assistant agency head to support agency operations, programs, and/or services and serves as a key member of the agency's management team. Third, these positions require a high level of expertise in assigned program areas, requiring considerable judgment and independent decision making.

The classification change request submitted by General Manager Stuehrenberg had proposed reclassification to CG44/R16, which would have placed it in line with Transit Service Manager; however, my review of classifications in CG18/R16 (Assistant Parks Superintendent, Assistant Streets Supervisor, Library Associate Director, Police Director, and Treasury Revenue Manager) showed that Range 16 positions with responsibility for financial operations/budget development are either the second-highest classification within their respective agencies and act as the agency head in the absence of the Superintendent or Director (in the case of Parks, Streets, and Library), are the highest level civilian position within a public safety agency (in the case of Police Director, which directly supervises two CG18/R15 positions), or oversee funding administration with broad City organizational impact (in the case of the Treasury Revenue Manager). Therefore, I cannot logically conclude that the level of responsibility required of the Transit Finance Manager rises to the level required of existing classifications within Range 16.

For the reasons outlined in this memo, I am therefore recommending that the position of Transit Finance Manager be reclassified into CG 44, Range 15 within the Metro Transit Division budget, and the employee, Jennifer Schiller, be reallocated to the new position.

The necessary resolution has been prepared to implement this recommendation.

Effective Date: November 13, 2022

Editor's Note:

| Compensation Group/Range | 2023 Annual Minimum (Step 1) | 2023 Annual Maximum (Step 5) | 2023 Annual Maximum (+12% Longevity) |
|--------------------------|------------------------------|------------------------------|--------------------------------------|
| 44/14 | \$89,100.70 | \$107,265.08 | \$120,136.90 |
| 44/15 | \$93,358.20 | \$112,405.28 | \$125,893.82 |

cc: Justin Stuehrenberg, Transit General Manager
Rachel Johnson, Transit Chief Administrative Officer
Emaan Abdel-Halim, HR Services Manager
Erin Hillson, Human Resources Director
Jennifer Schiller, Transit Finance Manager