

Date: August 20, 2009

To: City of Madison Personnel Board

From: Marian C. Walluks, Consultant
Personnel Advisors, Inc.

Subject: Position Review – Personnel Technician 2, Human Resources Department

At the request of Brad Wirtz, Human Resources Director and Mike Lipski, Compensation and Benefits Manager, the position of “Personnel Technician 2” in Compensation Group 17, Range 16 (occupied by Dorothy Engsborg) in the permanent salary detail of the Human Resources Department budget has been studied. This study included a review of the updated Position Description, see attached (dated July 9, 2009); the Classification Change Worksheet (dated July 16, 2009); the previous Position Description (dated May 27, 1992); interviews with the incumbent, her supervisor and the Director; and a thorough review of and comparison with comparable classifications in Compensation Group 17 and 18.

The changes which have occurred in this position have been the result of increasing complexity in the overall area of benefits administration; the addition of responsibilities in such areas as the Family Medical Leave Act (FMLA); increased involvement in and responsibility for such program administration functions as preparing RFP’s for benefits contracts and participating in the evaluation of bids and final selection of providers; a general increase in the independent judgment and decision-making required to perform the duties of the position; and the degree to which this position represents the program both internally and externally.

In order to determine the appropriate classification for the current duties and responsibilities of this position, comparisons to the classifications of “Personnel Technician 2”, and “Human Resources Analyst 1 and 2” were considered to be most relevant.

The current classification of “**Personnel Technician 2**” in Compensation Group 17 Range 16 identifies “responsible advanced level para-professional personnel work within the City of Madison Personnel Department (now Human Resources Department)”. The work involves the performance of “responsible technical work in the areas of recruitment/staffing, training, employee benefits, compensation and/or other personnel functions requiring a depth of technical knowledge in the field”. Relative to the benefits work, an employee at this level would “perform technical support, information and liaison activities relating to the City’s Health Insurance Programs and other benefit programs such as the wage and life insurance programs, deferred compensation, and the Worker’s Compensation program.

The class of “**Human Resources Analyst 1**” in Compensation Group 18, Range 6, describes “responsible professional human resources work” characterized by “more structured and/or closely reviewed professional assignments, necessitating application of human resource theories and concepts”. “Work at this level is generally performed in no more than two areas of Human Resources (i.e., recruitment/selection and classification). Under limited supervision, employees are expected to exercise professional judgment and discretion within established parameters”. Progression to the “Human Resources Analyst 2” level in Compensation Group 18, Range 8 is based the “completion of diverse human resource assignments generally within two or more areas of Human Resources; preparing comprehensive reports and recommendations; presenting and defending findings; and exercising fully developed professional skills”. It should be noted that there is also a “Human Resources Analyst 1” position in the Department of Civil Rights that is not part of this progression pattern because it functions in the single area of minority recruiting.

Because of the increased complexity of the laws, regulations, and administrative procedures pertaining to employee benefits and the need to research and explain these complexities to a wide range of impacted and interested parties, the work currently being performed by the position in question is considered to be

professional in nature, rather than paraprofessional. Consequently, placement in the classification of “Human Resources Analyst 1” in Compensation Group 18, Range 6 is considered justified. Since the position will be functioning in only “one area of Human Resources”, rather than in multiple areas as required for movement to the “2” level, it is also recommended that the class specification for the “Human Resources Analyst 1-3 Series” be revised to recognize the inclusion of the functions of an “employee benefits coordinator” as “not being part of an automatic progression series” in the same way as the position in the Department of Civil Rights is currently listed. (Revised class specification attached.)

Consequently, it is recommended that the position of “Personnel Technician 2” in Compensation Group 17, Range 16 (currently occupied by Dorothy Engsborg) in the Human Resources Department be reclassified to “Human Resources Analyst 1” in Compensation Group 18, Range 6 and that the incumbent be reallocated to the higher level.

The necessary Resolution to implement this recommendation has been prepared.

Editor’s Note:

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% Longevity
17/16	\$45,741	\$52,259	\$58,526
18/06	\$48,225	\$56,781	\$63,596