

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

DAVID A. PILSNER

Work Phone: 608-266-4615

2. Class Title (i.e. payroll title):

PROGRAM ASST 2

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

BRAD WIRTZ, HUMAN RESOURCES DIRECTOR

Work Phone: 608-266-4615

5. Department, Division & Section:

HUMAN RESOURCES

6. Work Address:

210 MLK JR BLVD RM 501

7. Hours/Week: 38.75

Start time: 7:30 AM End time: 4:00 PM

8. Date of hire in this position:

12/03/2006

9. From approximately what date has employee performed the work currently assigned:

09/24/2007

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10. Position Summary:

This position supports the Human Resources Director and the Human Resources Department in the development, implementation, and administration of department programs and functions. The position performs a wide variety of administrative functions such as budget development, research and implementation of software and technology, processing certifications, purchasing, personnel, to public information and records requests, ensuring compliance with labor contracts and costing and the administration of drug testing. The position provides services to the HR Department and City-wide. This work is performed under the general supervision of the HR director with a high degree of independence and discretion.

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

- 30% A. Administer and process position control, purchasing, personnel actions including Certifications, I-9's, payroll and personnel files and records.
- 1) Maintain City-wide position control ensuring that positions created within the budget are incorporated into HR and Financial Software and departments do not exceed budgets staffing maximums without appropriate authorization and documentation.
 - 2) Provide purchasing services for the HR Department ensuring that inventory supply levels are appropriate.
 - 3) Facilitate the employment process providing advice and consultation to various departments regarding the certification process and ensuring that all employment procedures are followed when requesting to fill a position.
 - 4) Ensure that new employees provide the appropriate I-9 documentation prior to entering the payroll system and in accordance with applicable laws.
 - 5) Maintain personnel files in accordance with applicable laws.
 - 6) Process HR Department payroll and perform all duties of payroll clerk including sign off on departmental payroll in the absence of the HR Director.
 - 7) Coordinate personnel transactions.
 - 8) Close out completed hiring folders to set up employee's personnel/medical individual folders for new city employees and maintenance of same for all city employees.
 - 9) Act as liaison to the State Records Center pertaining to all HR records storage.
 - 10) Respond to open records request and act as back-up records custodian for the HR department.
 - 11) Recommend policy or procedural changes to work flow in order to enhance services and identify efficiencies.
- 30% B. Provide Administrative Assistance to the HR Director.
- 1) Perform costing and other data analysis in relationship to collective bargaining proposals or ordinance modifications.
 - 2) Provide reports on various topics related to HR or labor relations as upon request.
 - 3) Review the purchasing activity of various Department Heads and inform the HR Director of any issues.
 - 4) Work with the City architect or building staff to facilitate layout improvements or collect bids for HR Department layout modifications.
 - 5) Track HR expenditures and budget notifying the Director of any issues or over-runs and provide monthly budgetary updates.
 - 6) Keep the HR Director advised of advanced technology available through the IT Department.
 - 7) Respond to public information requests as requested by the HR Director and serve as back up custodian of records for the Human Resources Department.
 - 8) Provide extensive liaison with IT, Comptroller's Office, and other City Departments on HR related matters.
 - 9) Sign off on payroll with the approval of the HR Director in his/her absence.
- 15% C. Provide training and consultation to HR and City Staff relating to HR software and related technology.
- 1) Provide training and consultation to HR staff and City Staff regarding HR software usage and capabilities.

- 2) Coordinate and ensure the implementation of changes related to technology enhancements within the HR Department as well as those impacting the City as a whole.
- 3) By assignment, act as project manager for HR in selection and implementation of new software and procedures to be used within the department as well as city wide.
- 4) Recommend technology upgrades within the department to facilitate more efficient and effective work.

15% D. HR budget development and administration.

- 1) Develop budgetary information.
- 2) Provide reports and set up controls and procedures for departmental expenditures.
- 3) Represent the department in routine budgetary matters in relationship with the Comptroller's Office.
- 4) Suggest enhancements and modifications to the HR budget for consideration by the HR Director.
- 5) Recommend fund transfers.

10% E. Miscellaneous

- 1) Administer the probation, trial and evaluation period requirements for the City ensuring that the appropriate documentation is filled out and submitted to the HR Department in accordance with established guidelines.
- 2) Track hours worked by seasonal and hourly employees and notify departments when employees are nearing contractually identified limits.
- 3) Provide back up support and fill in for various staff.
- 4) Initiate the drug testing procedure by notifying the testing agency of the individuals employed by the City covered under federal drug testing legislation in a timely manner and in accordance with federal law.
- 5) Any additional duties, projects, and assignments from the HR director/HR staff as needed.

12. Primary knowledge, skills and abilities required:

Extensive working knowledge of business administration principles and procedures, working knowledge of financial and budgetary methods, forms, and controls, knowledge of office practices and procedures, knowledge of IT systems relating to human resources, payroll, and accounting and all related software. the ability to collect, analyze, and summarize data into report form for presentation to outside, as well as internal, sources. Knowledge/ability to develop and implement operating procedures, ability to maintain effective record keeping systems, ability to assist in the resolution of operating problems. Ability to comprehend and work with new computer software to help/assist in selecting same.

13. Special tools and equipment required:

Extensive use/knowledge of computers, computer programs, projectors, multi-function printers, and various other office equipment and tools

14. Required licenses and/or registration:

15. Physical requirements:

Ability to lift 25 to 50 lbs

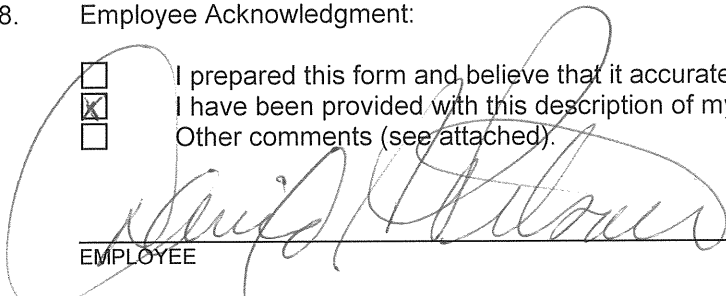
16. Supervision received (level and type): Limited

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).



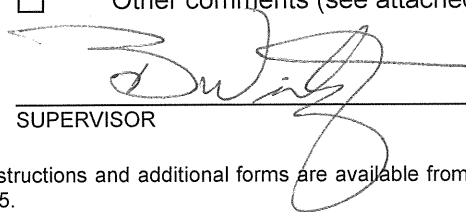
EMPLOYEE

7-8-09

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).



SUPERVISOR

7/8/09

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.