

Date: August 20, 2009

To: City of Madison Personnel Board

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

Subject: Position Review - Program Assistant 2, Human Resources Department

At the request of Brad Wirtz, Human Resources Director, the position of "Program Assistant 2" in Compensation Group 17, Range 12 (occupied by David Pilsner) in the permanent salary detail of the Human Resources Department budget has been studied. This study included a review of the updated Position Description submitted by the incumbent (dated July 8, 2009); the Classification Change Worksheet (dated June 25, 2008); the previous Position Description (at the Administrative Clerk 2 level), dated August 14, 2006; interviews with both the incumbent and his supervisor; and a thorough review of and comparison with comparable classifications in Compensation Group 17 and 20.

The primary impetus for the changes that have occurred in this position since it was reclassified to the Program Assistant 2 level on December 3, 2006, is the fact that the position now reports to the Human Resources Director, rather than to the Personnel Services Manager. This change occurred in late 2007 and has generated the assignment/expansion of numerous ongoing responsibilities in relationship to the departmental budget development and monitoring, IT coordination for the department, maintenance of the City-wide position control system, performance of purchasing services for the department, serving as payroll clerk for the department, reviewing Department Head P-card purchases, acting as liaison to the State Records Center for departmental records storage; and acting as the back-up records custodian for the department. In addition, the position also performs a variety of special projects for the Director including performing costing and other data analysis in relationship to collective bargaining proposals or ordinance modifications, providing informational reports and data on various topics, facilitating office layout improvements, acting as the project manager for the department in relationship to the selection and implementation of new software and procedures, and other special assignments.

In order to determine the appropriate classification for the current duties and responsibilities of this position, comparisons to the classifications of "Program Assistant 2", "Program Assistant 3", and "Administrative Assistant" were considered to be most relevant.

The current classification of "**Program Assistant 2**" in Compensation Group 17/20 Range 12 identifies "responsible administrative support and advanced-level secretarial, basic program coordination, and staff supervision work in a department, division or other independent program unit". The work at this level "typically involves interpreting, developing and/or applying operating policies, systems, and procedures; performing and/or coordinating a full range of standard and complex administrative support functions at least comparable to the Program Assistant 1 level; and carrying out a number of additional program functions which require specialized program knowledge, independent decision-making; and responsibility for specific operating procedures and systems development and communication".

The class of "**Program Assistant 3**" in Compensation Group 17/20, Range 13 identifies "very responsible administrative support, advanced-level secretarial, program coordination, and staff supervision work" with employees in this class typically functioning as "office managers responsible for the coordination of all clerical and administrative support including the supervision of large clerical support staff (5 – 8 employee), as well as serving as assistant/secretary to the program head".

The classification of "**Administrative Assistant**" in Compensation Group 17/20, Range 14 describes "responsible paraprofessional staff support work relative to the development and implementation of

divisional and/or department administrative programs and functions”. The work at this level is “characterized by responsibility for a wide variety of administrative services (such as the development and implementation of budgetary documentation and fiscal controls, personnel, purchasing, payroll, and the supervision of office clerical activities); and/or direct responsibility for a comprehensive administrative program requiring the development and integration of diverse and complex operational data inherent to unit operations”.

Because the position in question is responsible for the performance of a wide variety of administrative, coordinative, and special project functions within the Human Resources Department, as well as having responsibility for a comprehensive administrative program affecting all City departments (Position Control), the classification of “Administrative Assistant” is considered to be more appropriate than either the current class of “Program Assistant 2” or the class of “Program Assistant 3”. This recommendation parallels the recent reclassification of a “Program Assistant 2” position to “Administrative Assistant” in the Information Technology Department. As was indicated in the report on that recommendation, “Although the position is not responsible for supervising other clerical staff, the position is directly responsible for a complex administrative program, serving as the Records Coordinator for the City.” In the case of the Human Resources position, the Position Control program function is considered to be that “complex administrative program”, along with a number of other ongoing and special project functions affecting all City departments , rather than just the Human Resources Department.

Consequently, it is recommended that the position of “Program Assistant 2” in Compensation Group 17, Range 12 (currently occupied by David Pilsner) in the Human Resources Department be reclassified to “Administrative Assistant” in Compensation Group 17, Range 14 and that the incumbent be reallocated to the higher level. It remains appropriate for this position to be in Compensation Group 17 based on the fact this position provides information related to the collective-bargaining process.

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
17/12	\$40,417	\$45,741	\$51,220
17/14	\$43,188	\$48,358	\$54,158