

To: Personnel Board

From: Gail Glasser

Date: March 26, 2010

Subject: Community Development Aide Study, Community Development Division

At the request of Bill Clingan, Community Development Division Director, one of the division's two Community Development Aide positions (Compensation Group 20, Range 12, incumbent R. Garrison) has been studied to evaluate changes in duties and responsibilities. Study materials included the Classification Change Work Sheet provided by Mr. Clingan and interview with him, position description materials provided by Mr. Garrison and interview with him and review of comparable classifications. In the interval following submittal of study materials, responsibility for supervision of two positions has been added to the study position duties, which in addition to assigning work includes grievance handling responsibility and other confidential components. The supervisory and confidential components result in placement of the position in an unrepresented compensation group. The work of the position is not, however, primarily supervisory but primarily technical, paraprofessional, and administrative, with many supervisory responsibilities identified for the Community Development Grants Supervisor position recently created and filled in the agency.

Prior to the May, 2008 retirement of the Community Development Grants Supervisor, the study position provided support for that supervisor in Community Development Block Grant (CDBG) budget, bookkeeping and accounting activities, including HUD record keeping responsibilities. After that retirement greater CDBG tracking responsibilities fell to the study position as the one with required expertise. Further general bookkeeping and accounting responsibilities were assumed while the work area was restructured. While some of the bookkeeping and accounting responsibilities remain with the study position, responsibility for establishing and administering financial systems and administrative procedures for reimbursement and reporting have since been returned to the newly filled CD Grants Supervisor position.

Under the current Director, the Community Development Division is organized with three units: Office of Community Services, Community Development Block Grant Office, and Madison Senior Center. Changes in the City accounting processes, grant-specific financial record keeping such as HUD Integrated Disbursement and Information System (IDIS), and new requirements and efforts for tracking project information have increased the scope of financial responsibility for the division, and the study position has been assigned many of these duties for the three work units of the division. Current duties include maintaining the division's ability to comply with Federal, state and local regulations and reporting requirements and additionally develop new systems for organizing and tracking work unit activities. The study position, reporting as in the

past to the Director, has been assigned significantly greater responsibility in these areas as well as new financial recordkeeping duties.

There is no City agency without financial reporting and management responsibilities. Existing classifications reflect a wide range of skills and methods for meeting financial requirements, ranging from accounting clerical duties to professional accountant and managerial positions. The study position’s requirements, calling for high levels of skill and independence, include features of accounting and more general program administration work. The Accounting Technician series of classifications describes many elements of these duties and responsibilities and provides part of the basis for placement of the study position: Accounting Technician 1 and 2 classifications provide for entry- and journey-level paraprofessional accounting work and/or administration of accounting-related programs. Required knowledge, skills and abilities at the “2” level include working knowledge of bookkeeping and accounting principles, practices, and systems, and ability to independently perform related assigned work. Training and experience requirements begin at the “1” level with three years of advanced level accounting clerical or bookkeeping experience supplemented by related course work or graduation from an accredited two-year business college or technical school with an Associate Degree in accounting and one year of directly related experience; the “2” level calls for an additional year of experience comparable to that gained at the “1” level.

Program Assistant 2 and 3 classifications and the Administrative Assistant class provide for administrative and program responsibilities often including budget and other financial documentation, purchasing and other varied department support activities. Some positions in these classes have accounting duties in the context of specific program responsibilities, and some have additional supervisory responsibilities. The positions often report directly to a department or division director

Based on a review of the overall duties and responsibilities of this position, we recommend placement of the study position in the Administrative Assistant class, reflecting the journey level of bookkeeping and accounting work, the supervisory and administrative component of duties now assigned to the position, and the reporting relationship directly to the Division head. A position description and the current class specification are provided with this memo.

The appropriate resolution has been prepared to implement this recommendation.

<i>Classification</i>	<i>CG/Range</i>	<i>Step 1</i>	<i>Step 5</i>	<i>St 5 w/ 12%</i>
Community Development Aide	20/12	41,053	46,038	51,558
Accounting Technician 1	17/13	41,918	47,181	52,832
Accounting Technician 2	17/14	43,188	48,358	54,158
Program Assistant 3	17/13	(above)	(above)	(above)
Administrative Assistant	17/14	(above)	(above)	(above)

Copies: Bill Clingan, Community Development Division Director
 Hardy Garrison, Community Development Aide
 Pamela Rood, Community Development Grants Supervisor