

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: June 24, 2011

SUBJECT: Grant Writer

The 2011 budget for the Community Development Division (CDD) includes a new 1.0 FTE position of "Grant Writer" without a compensation group or range identified. CDD Director Bill Clingan has submitted a position description for the new position (see attached). Upon reviewing the duties and responsibilities assigned to the position and the training and experience requirements, I conclude that a new classification of Grant Writer should be created in CG18, Range 8, and the position of Grant Writer identified in the CDD budget should be allocated to the new CG and Range.

The 2011 Executive Budget document for CDD identifies "...the creation of a new 1.0 FTE Grant Writer...to help seek out grant opportunities and coordinate Citywide grant application processes." The proposed position description outlines the purpose of the position as "...to obtain and assist Community Development Division staff in securing external funding to support activities and programs benefitting the citizens of Madison and advancing the city's mission and priorities." This is identified as a professional position and the CDD is seeking someone with at least 3 years experience in grant development, supplemented by a 4 year degree from an accredited college or university in Public Administration, Education, Business, Communications, Journalism, English or a related field. The incumbent will need strong written and verbal communication skills and must have the ability to communicate and work with a diverse array of individuals and organizations.

The City of Madison classification plan currently does not include a classification that is solely devoted to seeking out grants and writing grant proposals. The closest series is the Grants Administrator 1-4 series. However, the focus of the Grant Administrator is on "development, administration, coordination and evaluation of various grants and the development of related policies, strategies, processes, and procedures." While the Grant Administrator may be involved in writing up grants, the focus is not on seeking out funding sources but rather on administering grants that have already been awarded and managing the disbursement and proper use of funds. Because the proposed position has a central focus on researching funding sources, writing grants, developing partnerships with other City agencies and community organizations to assess needs and possible grant opportunities, but not on administration of the grants, it is appropriate to create a new classification to highlight the central focus of this position. As such, I recommend creation of the Grant Writer classification.

I find that placement of the new classification in CG18, Range 8 is appropriate. This is the same level as a Grant Administrator 2, as well as the objective level of most other professional classifications in the City's classification plan. At this level, employees are expected to independently exercise their professional skills. Normally training and experience requirements at the 18-08 level for professional positions includes a 4 year college degree requirement as well

as 2-3 years of directly-related professional experience, with the 4 year degree being directly related to the field, such as engineering, Business Administration, accounting, etc. The EO Investigator/Conciliator series, on the other hand, is placed in Ranges 4, 6, and 8 because there is not a specific degree applicable to the work and the incumbents are expected to learn most of the work on the job. Similarly, with the Grant Administrators and this position, there may be a variety of degrees that could be applicable. However, placement alongside the higher professional positions is appropriate because the Grants Administrators and this position are responsible for millions of dollars coming into the City or being spent by the City. As the Grant Writer is expected to come in with 3 years of directly related professional experience, placement in Range 8 is appropriate.

We have prepared the necessary Ordinance and Resolution to implement this recommendation

Editor's Note:

Compensation Group/Range	2011 Annual Minimum (Step 1)	2011 Annual Maximum (Step 5)	2011 Annual Maximum +12% longevity
18/08	\$52,309	\$62,073	\$69,524

cc: Bill Clingan-CDD Director