

CITY OF MADISON POSITION DESCRIPTION

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

Walter Jackson

Work Phone: 261-9264

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

Administrative Clerk 1

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Terri Genin, Finance Manager

Work Phone: 266-4477

5. Department, Division & Section:

Madison Police Department, Finance Unit

6. Work Address:

211 S. Carroll St.

7. Hours/Week: 38.75

Start time: 8:00am End time: 4:30pm

8. Date of hire in this position:

2-17-2003

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

2005 Telestaff Scheduling, 2007 Telestaff Configuration, 2010 MPD Specialized Training Assistant Coordinator, 2010 MPD Card Access Entry/Security Software, 2009 Financial Duties

10. Position Summary:

This is responsible, specialized technical and professional administrative work configuring, maintaining, and monitoring Madison Police Department's scheduling system using law enforcement and payroll industry software Telestaff as the Department's civilian master scheduler. This is procedural support work in the tracking the specialized training financial information for commissioned and civilian staff. This work is characterized by complex intuitive and routine focused assignments where there is limited direct supervision. Scheduling all staff for internal and external trainings along with citywide special events with particular emphasis paid to patrol staffing and application of considerable staffing guidelines. Creation and ongoing maintenance of all commissioned and civilian work schedules as assigned. Processing external and internal approved specialized trainings for staff that consists of registration, scheduling, programmatic financial recording and recordkeeping. Maintain the Department's card access entry software and key system under supervision of the Executive Captain of Support Services. Provide backup in processing and auditing the Department's payroll and assist in ordering and purchasing the Department's uniform and specialized equipment as needed. It should be noted that during annual shift

reassignment, all configuration functions become a full time job and other aspects of the job must be set aside until completing of time sensitive tasks.

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

30% A. Telestaff Scheduling

1. Perform primary scheduling for all Department staff (636 employees at this time). This includes all mandatory and elective commissioned and civilian approved trainings and any special assignments requested by supervisory staff. These activities must follow guidelines that maintain maximum staffing minimums for all positions in each unit and FLSA requirements.
2. Verify daily and next day rosters of all 5 patrol shifts so that staffing minimums are met, all shifts are filled, and any structural irregularities corrected. Make assignment changes if rosters need construction and/or corrections. Report all staffing shortages to Lieutenant OIC and Sergeant Scheduler. Communicate with Lieutenant OIC and Sergeant Scheduler regarding adjustments performed, and give corrective steps to resolve future issues, etc.
3. Report any issues and concerns of ongoing errors to the Executive Captain of Operations, OIC, Sergeant Scheduler and work with all parties involved to establish corrective measures that assure better accuracy, etc.
4. Work and coordinate with all District Command Staff to schedule staffing resources for planned and unexpected city wide special events.
5. Place Management approved staffing holds on all rosters for training and special events with adhering to staffing guidelines. Coordinate with appropriate Management staff when staffing holds can be lifted.
6. Approve or deny time off leave requests for all 5 patrol shifts more than 30 days in the future per established staffing minimum guidelines. Provide backup for time off leave requests less than 30 days in the future and approve denials per established staffing minimum guidelines. If approving a request or denial less than 72 hours in the future, notify Lieutenant OIC and Shift Scheduler of action taken.
7. Enter approved family leave requests for all staff. Make amended entries after verification of additional requests are approved.
8. Enter approved Sergeant and Detective field training time on individual calendars.
9. Deploy Probationary Patrol Officers with their Field Training Officer.
10. Provide backup assistance for Sergeant Scheduler duties in their absence.
11. Provide backup in processing patrol day trades.

35% B. Telestaff Configuration

1. Perform primary set-up construction in the annual shift pick process and all other department assignments, ongoing yearly adjustments, and overall monitoring of all employee work calendars within the City's scheduling software Telestaff (currently 636). This configuration requires familiarity with organizational dynamics and is extremely technical in nature. Aspects of this work consist of building individual general information screens, unit assignments with annual work rotations and shift times, and rank based profiles. Once completed, accuracy is essential as this information formulates ongoing staffing levels on general and specific Department rosters which allow additional scheduling work throughout the year. A high degree of efficiency is needed in order to meet management timelines. Troubleshoot any issues that arise in this process, attempt entry level corrections, document and report higher level errors to the Telestaff Team and assist with further steps to rectify, etc.
2. Manage, perform and monitor all aspects in the retirement of assignments and profiles using defined software perimeters which enables ongoing setup of new employees. This maintains historical assignment and financial data eventually leading to defining inactive records and creating new license agreements.
3. Prepare adjustments of work calendars when employees enter a light duty status assignment while working in conjunction with the Captain of Personnel and Training maintaining confidentiality in reference to federal regulations and Department policies and procedures.

4. Participate in the annual patrol vacation pick process and perform all tasks as requested.
5. Perform assigning of additional work coverage days outside of defined calendars as requested and make additional entries to provide ongoing transition to the new shift assignment year.
6. Assist with new and ongoing configuration projects and software updates as assigned by the Telestaff Team.

20% C. MPD Specialized Trainings Processor

1. Work under the Captain of Personnel and Training in the processing of approved specialized trainings for all commissioned and civilian staff. This work exercises independent judgment and minimal supervision in all the complex steps in registering staff with outside educational, corporate, governmental, and nonprofit entities. Work closely with Supervisors during and after the approval process by identifying available staffing and monetary needs in order to make final approvals. Communicate with vendor's information needed in completion of registrations, payment, and travel accommodations within City Training/Travel policy and procedures.
2. Coordinate the specific type of required payment using the City's PO, LPO and assigned Department credit card and by making the appropriate entries to specific budget categories' utilizing several Excel spreadsheets. On a monthly basis, reconcile these spreadsheets to the City's financial general ledger accounts and work closely with the Finance Manager so that guidelines are met, etc. Communicate to Supervisors and the Captain of Personnel and Training any projected and actual deviances of funds throughout the year.
3. Schedule all approved specialized trainings within Department guidelines and Federal FLSA regulations with particular attention to allowable staffing levels and staffing holds. Issues that arise are communicated to the appropriate supervisor and corrective measures addressed.
4. Notification is made to individual and all staff once all criteria is met with this process.

5% D. MPD Card Access Entry Software & Key System

1. Work under the Executive Captain of Support by assisting in the management of and coordinating of the Department's card access entry/security software. Enter all approved requests to all areas in and off site of the Department by assigning all prescribed door access secured entrances. Monitor aspects of all usage and report findings to Executive Captain of Support. Troubleshoot initial alerts and issues with system and work with software vendor to rectify issues. Assign new, destroy malfunctioning cards, and purchase new access cards as needed.
2. Inventory Department keys and assign per established rules.
3. Order new keys from vendors and report any issues that need to be addressed to the appropriate person.
4. Communicate with County facilities management staff any Department requests to obtain new or additional access to their managed entry ways.

10% E. Financial Duties

1. Process orders of general work supplies, arranging payments through the LPO and PO city process and utilizing of assigned credit card, and recording in specialized budget spreadsheets and city financial system.
2. Reconcile production printing and fast copy requests to the County invoice.
3. Record parking revenue fees into specialized budget spreadsheets.
4. Assign and track usage of department's gasoline credit cards and process monthly paying of invoices.
5. Monitor and track usage of department's car washes and process monthly paying of invoices.
6. Research and report on negative balances of additional RDO worked and RDO owed work codes for Patrol Operation employees and suggest actions to rectify imbalances.

7. Research and report on negative balances of sick leave usage and vacation usage for Patrol Operation employees and suggest actions to rectify imbalances.
8. Provide backup and assistance to all aspects of the Department's payroll processing function as needed.
9. Provide backup and assistance to all aspects of the Department's uniform purchasing process as needed.

12. Primary knowledge, skills and abilities required:

Considerable knowledge of general office administrative methods, practices and equipment; knowledge of related City policies and procedures; knowledge of basic accounting principles usually obtained with a 2-year business or accounting degree or relevant work experience; ability to develop financial and reports; ability to assemble and evaluate information, prepare reports, and meet deadlines; ability to utilize Excel, Word and other computer systems with some expertise; ability to learn new computer systems, particularly financial and scheduling systems; ability to make decisions within policy constraints and to interpret policy and regulations to others; ability to independently implement a comprehensive administrative program or function; ability to assist in the resolution of operational problems. Ability to exercise judgment and discretion, and to establish effective public and working relationships both orally and in writing; ability to develop and maintain effective recordkeeping systems; ability to operate office equipment; ability to type; ability to maintain adequate attendance.

13. Special tools and equipment required:

Computer, printer, telephone, fax, copier, calculator

14. Required licenses and/or registration:

Registration to access law enforcement training websites, i.e. Wilenet, etc.

15. Physical requirements:

None.

16. Supervision received (level and type):

Supervision by Finance Manager and Executive Captain.

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

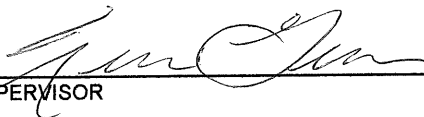
Walter E. P... [Signature]

DATE

6-29-11

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

7/8/11

DATE

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