

TO: Personnel Board

FROM: Harper Donahue, Human Resources

DATE: August 22, 2014

SUBJECT: Ms. Wendy Diehlman/Admin Clerk 1 (Madison Police Department)

At the request of the Chief of Police, Michael Koval, and the Police Administrative Services Manager, Terri Genin, I have studied the position (#2578) of Administrative Clerk 1 (CG20/Range 09) currently occupied by Ms. Wendy Diehlman. This position is currently housed within the MPD's Finance section and reports directly to Ms. Genin. I have met with Ms. Genin and Ms. Diehlman (the incumbent), and based on these meetings, a review of the position description (attached), and the City of Madison Personnel Rules, I recommend that Ms. Diehlman be reclassified to a Program Assistant 1 (CG20/R11) for the reasons discussed in this memo.

Ms. Diehlman started her employment with the City in June of 1992 as an hourly Parks Laborer. From there, she became an hourly Clerk Typist with Housing before securing a permanent position with the Comptroller's Office as a Clerk Typist in the City's Clerical Pool in December of 1993. In October of 1995, Ms. Diehlman, still a Clerk Typist, moved to MPD. In MPD the incumbent worked in various units as a Clerk Typist before being promoted to an Administrative Clerk in MPD's Finance section in March of 2008.

The Admin Clerk 1 class spec (attached) identifies

"...responsible administrative support work in the implementation and coordination of a specified office function necessitating judgment, discretion, and initiative in the interpretation and application of program policies, procedures and processes. Work at this level is characterized by ongoing responsibility for an assigned program support activity. Employees in this classification may serve as an agency/department/division payroll clerk, may be the first contact for purchasing, may be responsible for preparing meeting agendas or minutes in the Legistar system, or may perform other administrative tasks. Work is normally performed under the general supervision of a professional or administrative supervisor. Employees may provide oversight to lower-level clerical employees as assigned."

On the other hand, a Program Assistant 1 (attached) describes:

...responsible administrative support and advanced-level secretarial and/or programmatic work in a City department, division or other independent program unit. Employees in this class perform a wide variety of administrative, secretarial, and program support functions including such functions as office management; secretarial services to program head and professional staff; programmatic recordkeeping and reporting; performance and/or coordination of specialized program functions; and/or direct involvement in budget development and monitoring. The work requires exercising considerable judgment and discretion in the interpretation and application of policies and the development of operating systems and procedures. Employees in this class work under the general supervision of the department, division, or program head and may provide direction to limited numbers of permanent and/or non-permanent staff.

Specific duties and responsibilities now being performed by the incumbent which initiated the request for this position study include her work with MPD's complex payroll system which entails lead payroll responsibility for over 600 full-time and hourly employees, representing 6 different bargaining units; her in-depth involvement with MPD's Telestaff system, which includes trouble shooting program issues and recommendations for program changes; and performing routine payroll audits. MPD's Telestaff system only

involved commissioned personnel when it was originally introduced in 2005, but now tracks payroll and scheduling activity for all MPD employees. Consideration was also given to several duties and responsibilities that were shifted from the Administrative Services Manager to the incumbent which include;

- Bi-weekly and Quarterly Payroll Error Reports which are used for educational and training purposes;
- Close monitoring for payroll abnormalities;
- Lead communication with commissioned leadership and City IT regarding Telestaff issues; and
- MPD end-of-year leave balance accrual reports.

The work Ms. Diehlmann performs with MPD clearly falls within the Program Assistant 1 description. According to Ms. Diehlmann’s position description (attached), 40% of her time involves work with MPD’s complex payroll system, and an additional 20% of her time involves her participation in human resources related functions which include issues with Worker’s Compensation, Light Duty, and FMLA. As such, Ms. Diehlmann’s position should be recreated as a Program Assistant 1 (CG20, R11), and she should be reallocated to the new position.

The necessary Ordinance and Resolution has been prepared to implement these recommendations.

Attachments

Compensation Group/Range	2014 Annual Minimum (Step 1)	2014 Annual Maximum (Step 5)	2014 Annual Maximum + 12% longevity
20/09	\$40,187	\$45,185	\$50,596
20/11	\$42,635	\$47,724	\$53,456

- cc: Michael Koval – Chief of Police
 Terri Genin – Police Administrative Services Manager
 Greg Leifer – HR Labor Relations Manager
 Mike Lipski – HR Services Manager