

## CITY OF MADISON POSITION DESCRIPTION

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

Wendy Diehlmann

Work Phone: 266-5983

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

Administrative Clerk I

3. Working Title (if any):

Payroll and Human Resources Clerk

4. Name & Class of First-Line Supervisor:

Terri Genin, Police Administrative Services Manager (Finance Unit)

Work Phone: 266-4477

5. Department, Division & Section:

Madison Police Department, Administrative Support, Finance Unit

6. Work Address:

211 S Carroll St, GR-21

7. Hours/Week: 38.75

Start time: 6:45am      End time: 3:15pm

8. Date of hire in this position:

March 23, 2008

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

Increasing job responsibilities beginning in the fall of 2010 culminating in significant added responsibilities as of October, 2013.

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10. Position Summary:

This is highly responsible administrative and financial work which involves coordinating the Police Dept. payroll, workers comp and family leave procedures, implementing and maintaining a payroll error database, preparing reports, developing and reviewing auditing processes, communicating and working with command staff to comply with all payroll requirements, serving as liaison with City IT on programming issues related to Telestaff (the MPD scheduling system) and SXD (the City's financial system), problem-solving issues that may arise in regards to payroll, and ensuring that payroll issues are resolved and corrected in a timely and effective manner.

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

40%    A. Payroll

1. Act as Lead Payroll staff responsible for implementing all aspects of payroll for over 600 full-time employees and additional hourly employees from 4 different bargaining units.
  - Work with command staff regarding payroll related issues for employees
  - Review payroll processes of other payroll clerks to ensure adherence to both MPD and City guidelines and make corrections as needed
  - Train new employees in all aspects of payroll, family leave, workers comp, light duty, etc. Implement processes to verify accuracy of work product.
  - Responsible for training supervisors in wide variety of payroll responsibilities as they relate to Telestaff
  - Provide updates/training at briefing and in other forums to ensure employee compliance with payroll processes.
2. Process payroll
3. Manage the complex link between the City financial system and the Police scheduling system to ensure the accuracy of payroll.
4. Coordinate and administer audit reviews of various pay and work codes to ensure correct compensation is given to employees. Provide recommendations of potential areas of concern with recommendations regarding how processes could be reviewed. Implement audit reviews as needed. Provide recommendations for additional training for employees based on results of audit reviews.
5. Research accounting issues, locate error and communicate to Finance Manager if correction needed. Notify employee of change.
6. Policy/contract interpretation notices maintained and organized.
7. Administrative support and lead contact person regarding paychecks, payroll auditing and employee benefits.
8. Back up to Finance Unit manager when calculating payroll/leave time for employee leaving department for Internal Affairs. Verify leave balances for Internal Affairs. Create potential scenarios for "what if's".
9. Answer questions from Finance Manager – verify overpayment/underpayment to employee. Verify account numbers.
10. Track "acting pay" for employees. Track step increases and take appropriate action.
11. Liaison between Finance Unit and City IT for payroll reports and programming.

20% B. Human Resources

1. Review/process and monitor FMLA applications. Update appropriate parties on status of application.
2. Collect, review and monitor workers compensation/injury reports. Work with employee and his/her supervisor regarding paperwork and TeleStaff entries
3. Handle confidential notices regarding employee health/work restrictions for light duty.
4. Process all hiring requests.
5. Attend Workers Comp meetings with Captain of Training to provide input and recommendations related to workers comp payments for MPD employees.
6. Liaison with supervisors as needed regarding Workers Comp questions and/or issues.
7. Act as key resource to Personnel Lt. as it relates to family leave, workers comp, light duty, etc, and meet with staff and supervisors to provide explanations and outline of procedures as needed.

35% C. Process Improvements

1. Gather, organize and report TeleStaff payroll errors to management.
2. Continually gather and review, with Captain, programming/system issues relating to TeleStaff communicating with City finance system. Work with City IT to review programming issues, audit programming changes to verify accuracy. Make recommendations for systems improvements. Provide ongoing reviews of programming issues.
3. Review, monitor and meet with Lieutenant of Training to review workers compensation/light duty each pay period. Assist Lieutenant of Training on keeping up-to-date with current employees on light duty/workers' compensation with follow-up when necessary.

4. Gather, organize and maintain payroll procedures for each department compensation group.
5. Create written procedures for payroll and ensure all parties involved notified. Regularly review various written procedures to ensure ongoing accuracy, and update as needed. (Includes processes for light duty, workers comp, donated time, retirement/resignation from department, holiday entries, etc.)
6. Create and maintain detailed tracking database to quantify payroll items needing attention. Utilize database information to develop payroll/Telestaff system improvement recommendations.

5% E. Miscellaneous

1. Represent civilian staff at monthly Officer Advisory Council meeting
2. Court overtime payment to retired MPD employees
3. Employment verifications
4. Complete the yearly OSHA report
5. Communicate with other City agencies to allow Finance Unit personnel access to various computer programs.
6. Back up to others in the Finance Unit.
7. Review City policy changes and compare to MPD polices/procedures. Are changes needed for department? Notify proper authorities.
8. Create/run reports for Special Duty Coordinator so she may process invoices. Assist her when discrepancies arise.
9. Produce/develop reports as requested by Finance Manager.
10. Attend meetings as needed to provide input as it relates to payroll, family leave, workers comp, etc.

12. Primary knowledge, skills and abilities required:

Knowledge of general clerical methods and procedures. Thorough knowledge of TeleStaff and how it relates to the City Finance system. Ability to create reports for Management Team regarding payroll, Worker's Compensation and Light Duty programs. Knowledge of and ability to use computer software applicable to the duties of the position. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationship with internal staff and staff of other agencies. Ability to exercise judgment and discretion in completing assigned tasks and provide leadership to Payroll Clerk. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

Work in this position is primarily sedentary, requiring the ability to sit/stand at a desk, work on a computer and use a monitor for extended periods of time under varied and occasionally stressful situations.

16. Supervision received (level and type):

Work is performed under the general supervisor of the Police Finance Unit Manager.

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).

Wendy Diehlmann  
EMPLOYEE

7-1-2014  
DATE

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).

[Signature]  
SUPERVISOR

7/1/14  
DATE

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