

TO: Personnel Board

FROM: Harper Donahue, Human Resources

DATE: August 5, 2014

SUBJECT: Ms. Melissa Steinmann/Admin Clerk 1 (Housing Division)

At the request of the Housing Operations Program Manager (CG18/17), Mr. Agustin Olvera, and the Housing Administrative Coordinator (CG18/R06), Ms. Lisa Daniels, I have studied the position (#1034) of Administrative Clerk 1 (CG20/Range 09) currently occupied by Ms. Melissa Steinmann. This position is currently housed within CDA Housing's Central Office and reports directly to Ms. Daniels. I have met with Ms. Daniels and Ms. Steinmann (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. Steinmann be reclassified to a Program Assistant 1 (CG20/R11) for the reasons discussed in this memo.

Ms. Steinmann started her employment with the CDA's Housing Operations Division as a Maintenance and Purchasing Clerk (Admin Clerk 1, CG20/R09) in 2001 and spent the bulk of her time at the Housing Maintenance Shed. In 2012, Department of Housing and Urban Development (HUD) mandated the decentralization of Public Housing maintenance systems, which led to Ms. Steinmann being re-assigned to the Housing Central Office. This mandate, along with recently created City housing assistance programs imposed by HUD prompted the request for this position study; as these changes have led to an increase in the duties and responsibilities being performed by the incumbent.

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 factors that triggered the request for this position study include the City's participation in the development and administration of new and/or existing HUD programs that CDA Housing did not previously offer. Such programs include: the Family Self Sufficiency (FSS) Program, the Veterans Assisted Supportive

Housing (VASH) Program, the Family Unification Program (FUP), and the CDA Project Based Voucher Program - which is now budgeted at \$12 million (3 times more than the Public Housing Program). To accommodate these programmatic changes, several new tasks were absorbed by the CDA Eligibility Coordinators (CG20/R11), while several of their duties and responsibilities fell to the incumbent. Specific duties and responsibilities now being performed by the incumbent include work with: pre-applications; program applicant preliminary eligibility, debts-owed, accounts payable and administrative support to the CDA Housing Operations Subcommittee. These newly absorbed duties, along with additional administrative support to the Housing Operations Programs Manager and Housing's management team have increased the level of work being performed by the incumbent.

The work Ms. Steinmann performs with CDA Housing clearly falls within the Program Assistant 1 description. According to Ms. Steinmann's position description (attached), 30% of her time involves work with Housing's Admissions and Eligibility program, performing work that was previously the responsibility of the CDA Eligibility Coordinators (CG20/R11). Additional time is being spent on duties to assist the Housing Administrative Coordinator, which rise to the level of a Program Assistant 1. As such, Ms. Steinmann'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: Natalie Erdman-CDA Executive Director
 Agustin Olvera – Housing Operations Program Manager
 Lisa Daniels – Housing Administrative Coordinator
 Greg Leifer – HR Labor Relations Manager
 Mike Lipski – HR Services Manager