

**CITY OF MADISON
Supervisory Analysis Form**

This form is to be completed for all supervisory positions and is to become a permanent attachment to the current Position Description for the position. This information will be used to document the nature and extent of the "supervisory" duties assigned and to determine how that will affect the classification of the position.

A "supervisor" is generally defined as an employee who has authority and uses independent judgment to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or to effectively recommend such actions to a higher level authority. A "supervisor" is also usually the first level of resolution of employee grievances. An employee does not need to have authority in each area and does not need to exercise that authority on a regular basis to be considered a supervisor.

General Information:

1. Employee Name (or "Vacant"): Velma G. Avalos
2. Position Class Title and CG/Range: Program Assistant II/1712
3. Name, Class, and CG/Range of Supervisor: Steven A. Davis/Fire Chief/2123
4. Department/Division/Unit/Section: Fire Administration
5. Please list those positions directly supervised:

Class Title	# of Employee	Status (e.g., Permanent/Hourly)	Compensation Group/Range
Administrative Clerk 1	4	Permanent	20/09

Please attach organizational chart.

6. NATURE OF SUPERVISION. Please indicate the level of responsibility and authority assigned. If authority does not extend to all those listed in #5, specify exceptions. "Full Responsibility" suggests that the employee performs supervisory activities with a high degree of independence (subject only to administrative review). "Effectively Recommend" means that while a higher level supervisor/manager retains final authority on the matter, the recommendation of the incumbent in this position is generally followed.

Hire/Promote: Full Responsibility Effectively Recommend None

Transfer: Full Responsibility Effectively Recommend None

Assign: Full Responsibility Effectively Recommend None

Layoff/Recall: Full Responsibility Effectively Recommend None

Discipline/Discharge: Full Responsibility Effectively Recommend None

Grievance Handling: Full Responsibility Effectively Recommend None


This information accurately reflects the supervisory responsibilities assigned to this position.



Employee's Signature

6/30/14

Date



Supervisor's Signature

6/30/14

Date