

TO: Board of Estimates

FROM: Sarah Olson, Human Resources

DATE: December 4, 2014

SUBJECT: Data Project Coordinator

The adopted 2015 budget for the Finance Department shows a new position of “Data Project Coordinator” in CG18, Range 12. Currently, this classification does not exist within the City’s classification plan. The Budget Highlight states:

Funding of \$89,007 for a new Data Projects Coordinator position, as recommended in the Racial Equity and Social Justice Report. This position will help support efforts related to presentation of city, state, and national data on outcomes and performance associated with equity.

Finance Director David Schmiedicke has put together a position description outlining the work of the new position. Upon reviewing the submitted position description (see attached) and discussions with Mr. Schmiedicke, I recommend the position identified in the budget as “Data Projects Coordinator” be recreated as an Administrative Analyst 4 with the working title of Data Project Coordinator (CG18-12) due to the type and level of responsibilities to be performed.

In 2014, the City initiated the Engagement and Equity training that included the creation of a City of Madison Racial Equity and Social Justice Initiative (RESJ). The creation of this initiative requires analytic activities and substantive study recommendations for departmental and policy body consideration in order to be successful and increase equity in City processes and procedures. The position will establish key measures and collect data as well as assist with reviews of City processes as a coordinator of the City’s data team. A large component of this position not only requires analytical skill but presentation skills. Almost half of the position will be charged with facilitation and communication of data policies and procedures and reporting data to departments and elected officials so they may report that data to the public.

This position requires thorough knowledge of data collection, analysis, organization and communication. The position requires the ability to communicate complex numerical and statistical data including that about race and racial inequities. Work is performed with a high degree of independence within applicable policy and procedural guidelines, may involve self-initiated work consistent with the needs of the organization, and reports to the Budget and Audit Manager (soon to be re-titled to Budget and Program Evaluation Manager). This is very much in line with the current classification of Administrative Analyst 4, which requires the assignment of projects with major financial and policy-level implications, incorporating complex long-term planning considerations, and the coordination of inter-agency group efforts. Work is performed with considerable independence in areas where there are often not clear policy/procedural parameters. Work may include providing leadership, advice and consultation on a project basis. Work is performed under the general supervision of the Budget and Program Evaluation Manager and/or higher level officials.

Since the Administrative Analyst 4 classification already exists in the City's classification scheme, addition of an Administrative Analyst 4 with the working title of Data Project Coordinator within the Finance Department operating budget may be authorized directly by the Board of Estimates, according to Mayoral APM 2-4. Therefore, I am recommending that the position in the 2015 Finance Department operating budget identified as "Data Projects Coordinator" be recreated as a 1.0 FTE Administrative Analyst 4 position within the Finance Department budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
18/12	\$66,919.84	\$80,790.06	\$90,484.87

cc: David Schmiedicke – Finance Director  
Mike Lipski – HR Services Manager