

T0: Personnel Board

FROM: Sarah Olson, Human Resources

SUBJECT: Childcare Program Coordinator and the Community Services Program  
Coordinator– Community Development Division

DATE: April 16, 2015

At the request of the Community Development Division Director Jim O’Keefe, a study was conducted of the Child Care Program Coordinator and the Community Services Program Coordinator (Compensation Group 18, Range 10), held by M. Host and L. Noel. These positions are designated supervisors of their sections and serve as active members on the Division’s management team. After reviewing the duties and responsibilities associated with these positions, as seen in the attached position descriptions, I conclude that the two classifications be deleted in range 10 and recreated in range 12, the positions should be recreated in range 12 in the respective classifications, and the incumbents should be reallocated to the new positions for reasons outlined in this memo.

The analysis of this position study included a review of the class specification for Child Care Program Coordinator (see attached) which shows:

...responsible professional and supervisory work in directing and administering the programs, operations, and functions of the Division’s Child Care Section, including oversight of the Madison Accreditation and Child Care Assistance Programs. The work typically involves oversight of the budget of the child care assistance program and grants to centers and oversight of community resource agencies and programs that are focused on children and families. This position provides supervision of professional Child Care Specialists and the Child Care Assistance Coordinator.

The review of the class specification for Community Services Program Coordinator (see attached) shows:

...responsible professional and supervisory work in directing and administering the programs, operations, and functions of the Division’s Purchase of Services contracts, including the development and execution of the City’s strategies, policies and investments affecting human services activities administered through the Community Development Division. This position provides supervision of professional Community Development Specialists, the Madison Out of School Time (MOST) Coordinator and a Program Assistant 2 position.

These two positions report directly to the Community Development Division Director. The Community Development Division is divided by five distinct areas: 1. Affordable Housing, Homeless and Small Business/Workforce, 2. Child Care/Children & Families, 3. Fiscal, 4. Senior Center & Services and 5. Youth, Crisis Intervention, Community Assistance & Neighborhoods.

The Child Care Program Coordinator oversees the Madison Child Care Accreditation Program and directly supervises 6 professional and 2 administrative staff. This involves coordination of

the assessment and accreditation processes of child care centers and family child care systems according to Madison standards. Accreditation indicates compliance with professionally established high quality child care standards, as well as a commitment to ongoing program evaluation and improvement. This position provides direction, supervision and training to Child Care Specialists regarding accreditation processes and components of high quality early childhood care and education for children aged birth-12 years. This position also ensures accreditation documents are current, provides technical assistance, consultation and support to community partners, child care agencies and institutions. This position represents the City of Madison before accredited child care agencies and in community wide efforts and collaborations with stakeholders such as the Madison Metropolitan School District, WI State Child Care Licensing officials, the University of Wisconsin Child Care Office, United Way and others. In addition, this position supervises staff in activities related to the determination of eligibility, enrollment and participation of families in the program and oversee the development and content of contracts with funded agencies and review of funding requests.

The Community Services Program Coordinator oversees the allocation and administration of around \$5.5 million in City funds to approximately 70 human services agencies which operate about 130 different service programs. This work includes developing and administering purchase of service contracts with funded agencies and working as part of the Division's management team to coordinate and help lead efforts regarding the design, development and implementation of funding processes. In addition, this position provides supervision and leadership to the Youth Services Coordinator and Neighborhood Services Coordinator, a Grants Administrator 2, a Program Assistant 2 and the MOST Coordinator position. The supervision of these positions involves providing input and direction in areas of needs assessment, the development of strategies and collaborations and the creation and maintenance of internal contract development, tracking and monitoring systems.

In the last couple of years, the responsibilities for both positions reflect an expansion of leadership and project management responsibility within the Division. They both attend the Division's management team meetings and play a lead role in major projects including planning processes and the solicitation and structuring of key community partner relationships. While the Child Care Program Coordinator does not oversee as large of funds as the Community Services Program Coordinator, the position plays a very large role in developing collaborative strategies to strengthen families and neighborhoods through the Child Care Accreditation Program and administering program resources used to support child care services.

These two positions are similar in their scope of management in comparison with the Senior Center Director, C. Beatty. The Senior Center Director work includes overseeing program and fiscal planning, staff supervision, public relations, fundraising, and facility utilization and maintenance. The Senior Center Director also serves as the City Staff Person for both the Senior Center Foundation, a 501(c) non-profit, and the Committee on Aging. The Senior Center Director was reclassified in 2013 from CG18, Range 10 to CG18, Range 12 due to the Senior Center Director's increased responsibilities associated with the 501(c)(3) non-profit foundation. While the placement at a 12 did not include an analysis at the time of the Child Care Program

Coordinator or the Community Services Program Coordinator, within the Division, work is similarly performed with a high degree of independence under the Division Head and requires considerable skill and discretion in the integration and coordination of resources and their effective utilization. Similarly, both positions are similar to the Senior Center Director in their budgetary authority over a program, (child care assistance program budget and the oversight of over 5 million in Purchase of Service contracts) programmatic authority (Child Care Accreditation Program and Community Services Funds), decisional impact and autonomy.

Because of this, I recommend the Child Care Program Coordinator and the Community Services Program Coordinator classifications be deleted in Range 10 and recreated in Range 12, the positions occupied by M. Host and L. Noel be recreated in range 12 in the respective classifications, and that the incumbents should be reallocated to the new positions.

We have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
18/10	\$61,674	\$74,121	\$83,015
18/12	\$67,421	\$81,395	\$91,163