

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”): Vacant
2. Position Class Title and CG/Range: Director of Public Service 18-16
3. Name, Class, and CG/Range of Supervisor: Greg Mickells, Library Director, 21-18
4. Department/Division/Unit/Section: Library
5. Please list those positions directly supervised:

Class Title	# of Employee	Status (e.g., Permanent/Hourly)	Compensation Group/Range
Program Coordinator	1	P	18-04
Youth Services Supervisor	1	P	18-10
Library Supervisors	6	P	18-10
Virtual Services	1	P	18-14

Please attach organizational chart.