

T0: Personnel Board

FROM: Sarah Olson, Human Resources

DATE: February 17, 2017

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

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 positions (Compensation Group 18, Range 12) held by C. Manning and L. Noel. These positions are designated managers 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 recommend the following:

- Create a new classification of Community Development Program Manager in CG18, Range 14;
- Delete the classifications of Community Services Program Coordinator and Child Care Program Coordinator, both in CG18, Range 12;
- Delete position #103 of Child Care Program Coordinator, recreate it as a Community Development Program Manager, and reallocate the incumbent to the new position; and
- Delete position #111 of Community Services Program Coordinator, recreate it as a Community Development Program Manager, and reallocate the incumbent to the new position

These two positions report directly to the Community Development Division Director.

In 2015, both of these positions underwent a position study process that resulted in a reclassification from range 10 to range 12. Since that time, both of the positions have grown in complexity and managerial responsibility that require a study at this time.

The Child Care Program Coordinator, Coral Manning, now leads the early childhood initiatives for the City of Madison. This includes serving as lead and representative of the City on various new early childhood initiatives including the Northside Early Childhood Zone, the Early Childhood Coalition, and the Directors Caucus. Ms. Manning provides direction and ensures the City’s childhood priorities are well represented and understood by community members and leaders to further the City’s goals around early care and education. This position provides direction in the development of funding processes in the area of children and families.

The Community Services Program Coordinator, Laura Noel, has added responsibilities and expectations of leadership in the development of the community schools partnership with MMSD. Additionally, the city has expanded the scope of its investments in community based services to include peer support programs in an effort to reduce incidents and effects of

violence. This is a new area of funding for the city and will warrant research and relationship building to develop and implement appropriate contractual relationships in this area. Lastly, the City was awarded a large federal grant to address violence prevention on Madison's Northside that will be administered through the Community Services unit.

The responsibilities for both positions reflect an expansion of leadership and project management responsibility 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 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. They both supervise professional level staff and have grown from supervisory to managerial positions over their respective Community Development areas.

The Community Services Supervisor manages staff from a Community Development Specialist 1 in CG 18, Range 6 to a Community Development Specialist 4 in CG 18, Range 12. With the proposed reclassification of Ms. O'Donnell into a Community Development Specialist 4 in range 12, it is appropriate to have the Manager of the unit in a higher range. In addition, Ms. Manning is preparing to propose a similar structured career ladder for her Child Care Specialist classification that would allow for development of staff. The proposed career ladder for the Child Care Specialist will be presented to the Personnel Board within the next few months.

In comparison of other classifications in range 14, it would be appropriate to compare to other managerial classifications such as the Principal Accountants and the Principal IT Specialists. In comparison, Ms. Manning and Ms. Noel also supervise professional staff, perform project management determining the budget, staffing and ongoing support requirements for projects, provide guidance and consultation to City staff, including Department Heads, the Mayor's Office and numerous external entities and develop policies.

Given the broad scope of Community Development work these two positions perform (although, in their respective areas of specialty), they have the same programmatic authority and managerial level, thus we are proposing a broad classification of Community Development Program Manager. Although, position descriptions for these two positions and the working title will be unique to match the day-to-day duties, the broad classification brings the positions together as they involve many of the same core functions, (i.e. management over a Community Development program, supervision over professional staff, and project management). They also share in the same qualifications with experience in Community Development activities including leadership.

I recommend the positions occupied by C. Manning and L. Noel, Child Care Program Coordinator and the Community Services Program Coordinator respectively, be deleted in Range 12 and recreated as a Community Development Program Manager in Range 14 and that the incumbents be reallocated to the new position.

We have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
18/12	\$71,300	\$86,078	\$96,407
18/14	\$78,385	\$94,364	\$105,688