TO: Personnel Board

FROM: Julie Trimbell, Human Resources Analyst

DATE: April 9, 2018

SUBJECT: Administrative Clerk 1, Police

At the request of Police Chief Michael Koval (received January 10, 2018), I have studied the 1.0 FTE position (#2579) of Administrative Clerk 1 (CG20, Range 9), currently occupied by Brendan Rudolph, to determine if the position is properly classified based on the current job responsibilities assigned to the position. Based on meetings with Mr. Rudolph and his supervisor Ms. Terri Genin (Police Administrative Services Manager), and reviews of the position description and other positions/classifications within the City, I recommend recreating position #2579 as a Program Assistant 1 in CG20, Range 11 and reallocating the incumbent to the new position.

Mr. Rudolph was hired as an Administrative Clerk 1 to work in the Finance Unit of the Madison Police Department (MPD) in November of 2013. At that time, the primary responsibility of the position was for processing payroll along with a Program Assistant 1 working in the unit who served as a lead. The MPD payroll is quite complex, encompassing 154 work codes used in the Telestaff scheduling software with integration into the Munis financial software, which has 155 pay codes, multiple labor contracts for a large number of employees working various shifts and assignments, and includes numerous grant-funding sources. Payroll continues to be a significant responsibility of this position,; however, over time, the position expanded to include new higher level responsibilities:

- Serves on the MPD Telestaff Team representing the Finance Unit interests.
- Conducts proactive testing of Telestaff upgrades (new functions and processes) to determine what impact it will have with Munis and troubleshoots issues to resolve them in advance of implementation.
- Generates reports and financial audits from Munis/Telestaff, reviews/analyzes information and researches discrepancies.
- Trained new part-time Administrative Clerk 1 in payroll processing.
- Cross-trained on Program Assistant's responsibilities (OSHA, Worker's Compensation, FMLA, Neogov, etc.) and serves as back up as needed.

The Administrative Clerk 1 class specification outlines:

> *… responsible administrative support work in the implementation and coordination of a variety of office functions necessitating judgment, discretion, and initiative in the interpretation and application of policies, procedures and processes. Employees in this classification may serve as an agency/department/division payroll clerk, may be the first contact for purchasing, may be responsible for preparing meeting agendas or minutes in the Legistar system, or may perform other administrative tasks. Work is normally*

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performed under the general supervision of a professional or administrative supervisor. Employees may provide oversight to lower-level clerical employees as assigned.

Whereas the Program Assistant 1 class specification outlines:

… responsible programmatic support work in a City department, division or other independent program unit. Employees in this class support a particular program or programs by performing or coordinating specialized program functions, interpreting and applying programmatic policies and procedures, and performing administrative tasks in support of the program. The work requires exercising considerable judgment and discretion in the interpretation and application of policies. Employees in this class work under the general supervision of the department, division, or program head and may provide direction to limited numbers of permanent and/or non-permanent staff. Work is distinguished from an Administrative Clerk in that Administrative Clerks perform a wide range of administrative tasks whereas a Program Assistant is responsible for coordinating program functions and related administrative tasks in support of a program and which require more in-depth knowledge of program operations in order to carry out such tasks.

Because the responsibilities of this position have evolved to include higher-level responsibilities and work of a similar nature to that of the Program Assistant 1 in the work unit, the classification of Program Assistant 1 is appropriate for this position. The position serves as the Telestaff Administrator for the MPD Finance Unit and requires analytical and troubleshooting skills. This requires in-depth understanding and knowledge of the Telestaff program, and its impact on other systems used by the Department. Due to this, I recommend that the appropriate classification for this position is Program Assistant 1 (CG 20, Range 11). This classification appears to be the most comparable in terms of the level and type of responsibility. Based on the prior analysis, I recommend recreating the Administrative Clerk 1 position, #2579, to a Program Assistant 1 in CG 20, Range 11, and reallocating the incumbent to the new position within the Police Department budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2018 Annual Minimum (Step 1)	2018 Annual Maximum (Step 5)	2018 Annual Maximum +12% longevity
20/9	$44,225	$49,725	$55,692
20/11	$46,918	$52,518	$58,820

cc: Michael Koval – Police Chief
Terri Genin – Police Administrative Services Manager
Greg Leifer – Employee and Labor Relations Manager