

TO: Personnel Board

FROM: Mike Lipski, Human Resources

DATE: June 25, 2018

RE: Administrative Assistant-Common Council Office

On March 19, 2018, Common Council Chief of Staff Kwasi Obeng requested a study of the Administrative Assistant (CG17, R14) position, #45, currently occupied by Lisa Veldran. Ms. Veldran has held this position since 1998. Since that time, as described below, the way the Common Council Office processes meetings and agendas has changed significantly. After reviewing the updated position description (attached), meeting with Mr. Obeng and the incumbent, and reviewing a similar position with Dane County, I recommend that a new classification of Legislative Management System Specialist be created in CG17, Range 16, position #45 of Administrative Assistant be recreated as a Legislative Management System Specialist, and the incumbent be reallocated to the new position for the reasons outlined in this memo.

The Common Council Office provides support for the City's Alderpersons, and is staffed with a Chief of Staff, a Common Council Legislative Analyst, the Administrative Assistant position being studied, and a Secretary 1. The Chief of Staff is a new position which supervises the staff of the office, provides support to the Alders, and serves as liaison between Alders and City staff on various initiatives. The Legislative Analyst researches various topics of interest for alders upon request, and writes policy papers. The Administrative Assistant has primary responsibility for the City's Legistar system, which is the tracking system for the City's public meetings. Finally, the Secretary provides general administrative support for the Common Council.

The Administrative Assistant classification describes

... responsible paraprofessional staff support work relative to the development and implementation of divisional and/or departmental administrative programs and functions. Work is characterized by responsibility for a wide variety of administrative services (such as the development and implementation of budgetary documentation and fiscal controls, personnel, purchasing, payroll, and the supervision of office clerical activities); and/or direct responsibility for a comprehensive administrative program requiring the development and integration of diverse and complex operational data inherent to unit operations. This work is performed with a high degree of independence and discretion. Under the general supervision of a department or division head, work is normally assigned in terms of program objectives and directives; and employees are responsible for establishing the necessary administrative procedures, methods and controls. Employees may supervise subordinate administrative and clerical staff.

Lisa Veldran has worked in her Administrative Assistant position since 1998. At that time, the primary responsibilities of the position were to manage the Common Council Office (at that time, the Chief of Staff and Legislative Analyst positions did not exist), and provide direct services to constituents. However, in 2005, the City began using the Legistar database to track meetings, which automated the City's tracking of legislation and created workflows allowing agencies to enter legislation into the system. Prior to 2005, legislation was not tracked or maintained within a dedicated database system. However, this also meant Ms. Veldran took on new responsibilities for

setting up the database and associated workflows. She maintains responsibilities for serving as a primary point of contact for Legistar-related concerns from agency users, working to improve design and enhancements within the system, acting as a primary contact between City IT and Legistar on technical support issues, and providing trainings for users. These responsibilities were not associated with the position back in 1998 because the City did not use Legistar at that time.

Arguably, these responsibilities could fall within the scope of the Administrative Assistant classification, as that classification describes "...direct responsibility for a comprehensive administrative program requiring the development and integration of diverse and complex operational data inherent to unit operations." However, Ms. Veldran's position was classified as an Administrative Assistant well before the Legistar work was added to her position, and a review of her position description indicates that this, and related work, account for 55% of her time. Because the Legistar work requires a greater level of technical knowledge and significant programmatic authority and responsibility, but also because responsibility for constituents and the Alders remains a significant part of her position, it would not be appropriate to leave her classified in the same range as if this work did not exist.

While the City's classification system is generally built on internal comparables, Ms. Veldran's position is unique in that it serves the Common Council, whereas most City positions are part of the executive branch. Ms. Veldran works directly with the 20 Alders elected to represent the City's residents, maintains the web page for the Office, and responds to constituent requests. While the Common Council Office is the only office in the City with direct responsibility for the Legislative branch of municipal government, the County has a similar office, and a similar position. The County's position is a Legislative Management System Specialist/Policy Analyst, with primary responsibility for the County's Legistar system. Similar to Ms. Veldran's PD, the County position spends 50% of its time supporting the Legistar system, and an additional 15% of the time managing the County Board agenda. In reviewing the County PD (attached) with Mr. Obeng and Ms. Veldran, both indicated that the positions are very similar in nature. The salary range for the County position is \$53,456-\$68,827 annually, and the position is not eligible for longevity increases. If we were to compare this to Ms. Veldran's compensation group 17, it would align with Range 16, which has a starting salary of \$54,128 and, including longevity, a maximum salary of \$69,262. As a result, I recommending creating a new classification of Legislative Management System Specialist in CG17, R16, recreating position #45 as a Legislative Management System Specialist, and reallocating Ms. Veldran to the new position. 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
17/14	\$51,106	\$57,225	\$64,092
17/16	\$54,128	\$ 61,841	\$69,262

cc: Kwasi Obeng—Common Council Chief of Staff
Lisa Veldran