

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Work Phone: (608)

2. Class Title (i.e. payroll title):

Program Assistant 1

3. Working Title (if any):

Program Assistant – Public Records

4. Name & Class of First-Line Supervisor:

Julie Landrie, Records Custodian

Work Phone: (608)

5. Department, Division & Section:

Police Department
Records Section
Public Records Unit

6. Work Address:

Madison Police Department
211 S. Carroll St.
Madison, WI 53703

7. Hours/Week: 38.75

Start time: 08:00 AM End time: 4:30 PM

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

New Position

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10. Position Summary:

This is responsible administrative support and advanced level programmatic work in the City of Madison Police Department. This work requires exercising considerable judgment and discretion in the interpretation and application of department policies and procedures, along with the Wisconsin Public records law. Work is performed under the general supervision of the Records Custodian and may provide direction to limited numbers of other staff members. The work primarily consists of processing and reviewing public records requests made of the Police Department. The records may consist of police reports (paper or electronic), video, photographs/images, personnel records, emails, etc. The employee exercises considerable judgment and discretion in handling extremely sensitive and confidential information.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

70% A. Public Records (Open Records)

1. Maintain current, working knowledge of the Wisconsin Public records law
2. Adhere to procedures established for processing/reviewing public records requests
3. Read or view record requests
4. Apply the "balancing test" as stated in the Public records law to determine the following:
 - a. Absolute right to access
 - b. Absolute denial of access
 - c. Right of access by the balancing test
5. Based on the outcome of the "balancing test", redact protected information from records requested
6. Determine if requests are truly public records requests or interagency requests
7. Conduct any additional research necessary to complete the records request review
8. Conduct follow-up calls with other records custodians to ensure the review is complete
9. Communicate with requestors via email, telephone, or in person to clarify the request and/or provide a timeline for the completion of the review
10. Prioritize workload
11. Attend regularly scheduled meetings with the City Attorney
12. Compose written responses to requestors

20% B. Interagency Records Requests

1. Adhere to procedures established for the processing/reviewing of interagency records requests
2. Read or view record requests
3. Determine if record can be released by evaluating if the case is pending, if there are confidential informants, if there are undercover officers, etc.
4. Communicate with requestors via email or telephone to clarify the request and/or provide a timeline for the completion of the review

10% C. Miscellaneous Responsibilities

1. Act as point of contact for other Records personnel with public records questions
2. Perform other related work as required

12. Primary knowledge, skills and abilities required:

Working knowledge of office administrative methods, practices and equipment. Thorough knowledge of the Wisconsin Public Records Law and the ability to apply it consistently while processing public records requests. Ability to prepare finished letters, memorandums and reports. Ability to communicate effectively both orally and in writing. Ability to manage multiple projects simultaneously, often under strict deadlines. Ability to exercise judgment and discretion. Ability to maintain effective working relationships with other employees of Madison Police Department and the public. Ability to maintain adequate attendance.

13. Special tools and equipment required:

Ability to learn, use and navigate a variety of software programs.

14. Required licenses and/or registration:

Successfully complete Public records training
Must be able to obtain TIME certification

15. Physical requirements:

Work in this position is primarily sedentary, requiring the ability to sit/stand at a desk, work on a computer and use a monitor for extended periods of time under varied and occasionally stressful situations.

16. Supervision received (level and type):

This position involves the independent performance of a wide variety of office activities, under the general supervision and direction of the Records Custodian. All departures from standard policy are reviewed with the supervisor.

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.