

TO: Personnel Board  
FROM: Tameaka Bryant, Human Resources  
DATE: December 18, 2019  
RE: Accounting Technician 3-Economic Development

City of Madison Economic Development Division Director Matthew Mikolajewski has requested a study of the Program Assistant 2 position (Pos. #696, CG17, R12), currently occupied by Andrea Freedman. Ms. Freedman has been working with the City of Madison for 12 years. She began taking phone calls in Building Inspection, then through a promotional process was hired as Program Assistant 1 in the Economic Development Division. As her duties and responsibilities increased she was then was reclassified to a Program Assistant 2 in 2014. However, since 2015 and the implementation of MUNIS, the enterprise resource planning software at the City, her responsibilities have grown to include elements of the Accounting Technician 3 work duties and responsibilities as outlined in this memo. Based on the attached position description that was submitted and interviews with Mr. Mikolajewski, Finance Department Budget Analyst Brent Sloat, and the incumbent, I recommend a reclassification of the incumbent from a Program Specialist 2 to an Accounting Technician 3 in CG20, R16.

The Program Assistant 2 class specification (attached) identifies

...highly responsible, advanced-level programmatic support work in a 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. Employees may supervise a small (2-4) assigned clerical staff and/or assist with supervision of non-clerical staff. Otherwise, employees are responsible for performing a variety of complex program related functions.

The Accounting Technician 3 class specification (attached) identifies

...responsible advanced-level paraprofessional accounting work in the development and reconciliation of complex accounting records/reports, and/or providing leadership in the administration of accounting-related programs...This class is distinguished by responsibility for the administration of a technically complex accounting-related program and/or a significant leadership role.

Specific duties at the Accounting Technician 3 level include

Independently prepare and submit technical financial reports within established guidelines.

Oversee and/or prepare and maintain account balances of grants or similar fiscal appropriations requiring a high level of skill in establishing and monitoring controls.

Provide accounting-related program expertise. Respond to questions/issues concerning programmatic responsibilities.

Identify accounting system problems; assist in the development and/or maintenance of complex computerized accounting systems.

Conduct internal and external audits within technical parameters with a high degree of independence. Gather and review pertinent data, and prepare standardized reports containing financial and operational information. Submit reports and conduct follow-up as indicated.

Ms. Freedman administers all of the financial functions in the Economic Development Division. This division is responsible for all of the Business Resources and Real Estate for the City of Madison. Ms. Freedman is the budget contact person for all of the managers and informs them on what they can or cannot afford. This includes all the payroll functions, accounts payable & receivable, creating new contractors in MUNIS, billing for all of the City's

real estate, account reconciliations and audits. Ms. Freedman is the primary employee of the Economic Development Division managing MUNIS aside from approvals performed by higher level management. Ms. Freedman is a super user of MUNIS. She collaborates with agencies across the City that use this program. She is responsible for all of the Economic Development Division’s data in MUNIS and troubleshoots any errors that may be found. Since MUNIS was implemented in 2015, Ms. Freedman’s job changed immensely. Pre-Munis Ms. Freedman would verbally communicate to Finance what needed to happen and they would take care of creating account strings in the previous accounting software. Post implementation, Ms. Freedman has been assisting with the creation of the operating and capital Economic Development Division budget and related reconciliation; inputting and creating account strings in MUNIS; ensuring grants meet City requirements; accounting, routing and depositing checks to the Treasurer’s Office; managing real estate agreements and ensuring timely rent payment; and managing the Economic Division supplies budget with little to no oversight. Directors and managers in the Economic Development Division must have their expenditure requests reviewed by Ms. Freedman for confirmation of the availability of funding.

Given Ms. Freedman’s in-depth responsibility for the all of the financial transactions in the Economic Development Division, as well as direct responsibility for budget reconciliation and approvals, it is my recommendation to place Ms. Freedman into the Accounting Technician 3 classification. She has had direct responsibility for all human resources, payroll, accounts receivable and payable within Economic Development Division since 2015, consistent with the Accounting Technician 3 classification. We have prepared the necessary Resolution to implement this recommendation.

Editor’s Note:

Compensation Group/Range	2020 Annual Minimum (Step 1)	2020 Annual Maximum (Step 5)	2020 Annual Maximum +12% longevity
17/12	\$ 50,986.00	\$ 57,703.88	\$ 64,628.35
20/16	\$ 57,473.52	\$ 64,885.34	\$ 72,671.58

cc: Matthew Mikolajewski — Economic Development Division Director  
 Nan Fey —Director of Planning & Community & Economic Development  
 Greg Leifer—Employee and Labor Relations Manager  
 Mike Lipski-Human Resources Services Manager