

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: December 15, 2025

SUBJECT: Fire Administrative Services Manager – Fire Department

The Human Resources Department received a request from Fire Chief Chris Carbon on August 19, 2025 to study position #2152 of Fire Administrative Services Manager (CG 18, Range 12), currently filled by Brent Sloat, to determine if it was properly classified. Upon reviewing the updated and prior position descriptions, the current class specification and other related class specifications and positions, and conducting interviews with Brent, Chief Carbon and finance managers from the Engineering Division, Information Technology Department, Water Utility, Metro Transit, Police Department and Parks Division, I recommend the following actions for the reasons detailed in this memo:

- Delete the classification of Fire Administrative Services Manager in CG 18, Range 12.
- Create a new classification of Fire Administrative Services Manager with placement in CG 18, Range 14.
- Recreate position #2152 as a Fire Administrative Services Manager in CG 18, Range 14.

The Fire Administrative Services Manager reports directly to the Fire Chief and supervises two paraprofessional Accounting Technician 3s that perform lower-level financial support work. The position oversees the Fire Department's general accounting, payroll accounting, budgeting, purchasing, revenue management, contract management, and grant management functions. This position also serves on the Fire Management Team, performs financial, operational and staffing analysis, and provides personnel and legislative management and program planning and evaluation support. Specific details of responsibility with the position include:

- Operating budget of \$75M;
- Capital budget of \$4.3M;
- Approximately 5 grants totaling \$1.3M with reporting requirements;
- 12 contracts, including 5 service contracts with smaller jurisdictions;
- Approximately 450 Fire Department employees;
- Two labor contracts, including educational incentive pay;
- Telestaff administration with 53 work codes;
- 31 Munis pay types;
- FMLA management;
- Worker's compensation;

The following higher compensated finance manager positions and classifications in CG18, Range 15 from other City agencies were reviewed for comparison purposes:

- The Police Administrative Services Manager also performs financial management work for a public safety agency. This position oversees an operating budget of \$98M, a capital

budget of \$2.3M, and 25 grants of \$2M. The position reports to an Assistant Police Chief and supervises three professional positions (Grants Administrator 4, Accountant 2 and Human Resources Analyst 2), four paraprofessional employees (including an Accounting Technician 1), and an administrative employee. The employee count in this agency is approximately 600 and also includes two labor contracts with educational incentive pay. The number of Telestaff work codes they manage is 291 and there are 213 Munis pay types. This position oversees grant finding/writing, human resources functions (commissioned promotional processes, wellness checks, FMLA, worker's compensation, supervision/coordination of light/restricted duty employees), special event planning/directing/scheduling, and serves as the Incident Command System Police Finance Chief and on the Police Management Team.

- The Water Utility Financial Manager is responsible for budgets of \$60M in operating and \$27M in capital, one grant of \$6M and also works with bonds. This position reports to the Water Utility General Manager and directly manages 3 supervisor positions and indirectly oversees 23 staff members, including a professional Accountant 4 and 3, Computer Specialist, Accounting Technician 3, a Field Service Analyst, Field Service Leadworkers and Representatives, Customer Service Representatives, and administrative and hourly staff. The position oversees a Customer Service/Billing unit and the Meter Operations unit in addition to the Finance staff. This position is responsible for financial forecasting, administration and coordination of the annual Utility financial audit, and using the Utility's computer modeling software to determine the impact of capital investments and operating expenditures to determine the appropriateness of utility rates. The position analyzes and recommends utility rate changes with the State of Wisconsin Public Service Commission regulatory agency, prepares required paperwork and provides required presentations to political bodies in the City and the State regarding rates, expenditures, operating rules, and levels of service and has annual reporting responsibility to the Public Service Commission and Water Board.
- The Transit Finance Manager manages budgets of \$75M in operating and \$14.5M in capital. This position manages approximately 6 grants and 9 partnership contracts with UW, Madison Metropolitan School District, and neighboring towns, and also works with bonds. The position reports to the Transit Chief Administrative Officer, and directly supervises a professional Accountant 4 and 2 and indirectly supervises 2 additional Accountants and five paraprofessional employees. The employee count in this agency is approximately 500 and also includes a labor contract. The position must adhere to Federal Transit Administration protocols and standards, and interacts with the Transportation Board. This position makes rider rate increase recommendations, manages revenue and works with bonds. Metro Transit also has significant FMLA usage among its employees adding to its complexity.

These positions along with the Fire Administrative Services Manager position all perform high level supervisory/managerial, administrative and professional work and oversee large complex agency financials. They all work closely with their agency head to support agency operations, programs and/or services. The responsibilities of the three Range 15 positions include supervision of more staff and higher-level roles, including professional and/or supervisory, as well as other staff and/or work units outside the realm of finance, and/or have the added complexity of bonds and rate

setting. As such, placement of the Fire Administrative Services Manager classification in Range 15 is not appropriate.

Several other finance manager positions exist in the CG18, Range 12 classification of Financial and Administrative Manager, including Parks, Parking and Traffic Engineering. These positions have smaller budgets and fewer permanent staff overall and do not have responsibility for employment contracts and the complexity that those bring. Due to this, continued placement of the Fire Administrative Services Manager classification in Range 12 is not appropriate.

In considering the job responsibilities of this position and the scope of financial management positions in other agencies including budget levels and staff supervision, placement in CG 18, Range 14 is appropriate given the level and complexity of work with which this position is responsible for managing and its similarity to the makeup of the Police Department. Based on the prior analysis, I recommend deleting the classification of Financial and Administrative Manager in CG 18, Range 12, creating the classification of Financial and Administrative Manager in CG 18, Range 14 and recreating position #1027 in this classification within the Fire Department budget.

The necessary resolution to implement this recommendation has been drafted.

Effective date: 8/31/25

Editor's Note:

Compensation Group/Range	2026 Annual Minimum (Step 1)	2026 Annual Maximum (Step 5)	2026 Annual Maximum +12% longevity
18/12	\$93,996	\$113,478	\$127,095
18/14	\$103,336	\$124,402	\$139,330

cc: Chris Carbon – Fire Chief
Erin Hillson – Human Resources Director