

TO: Finance Committee

FROM: William Wick, Human Resources Analyst

DATE: June 10, 2025

RE: Program Assistant 1 – Finance Department

Finance Director Dave Schmiedicke, requests that the 100% FTE vacant position of Program Assistant 1 (#775) in CG20, Range 11 be recreated as a 100% FTE Administrative Services Manager in CG18, Range 06 in the Finance Department operating budget.

The proposed Finance Administrative Services Manager position would include the job duties that were previously assigned to the position classified as Comptroller's Office Administrative Services Manager prior to that position's former incumbent retiring from the City in 2017. Responsibilities would include supervision of the Document Services work unit and the Administrative Support Team, payroll duties, and high level administrative support for the Finance Department.

I recommend recreation of the 1.0 FTE position #775 of Program Assistant 1 as a 1.0 FTE as a 1.0 FTE position within the Administrative Services Manager classification in the Finance Department's operating budget. The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2025 Annual Minimum (Step 1)	2025 Annual Maximum (Step 5)	2025 Annual Maximum (+12% Longevity)
20/11	\$58,292.00	\$65,248.30	\$73,078.20
18/06	\$70,899.40	\$83,478.98	\$93,496.52

Cc: David Schmiedicke – Finance Director  
Eric Veum – Risk Manager  
Erin Hillson – HR Director  
Kurt Rose – Employee and Labor Relations Manager  
Emaan Abdel-Halim – HR Services Manager  
AFSCME Local 6000