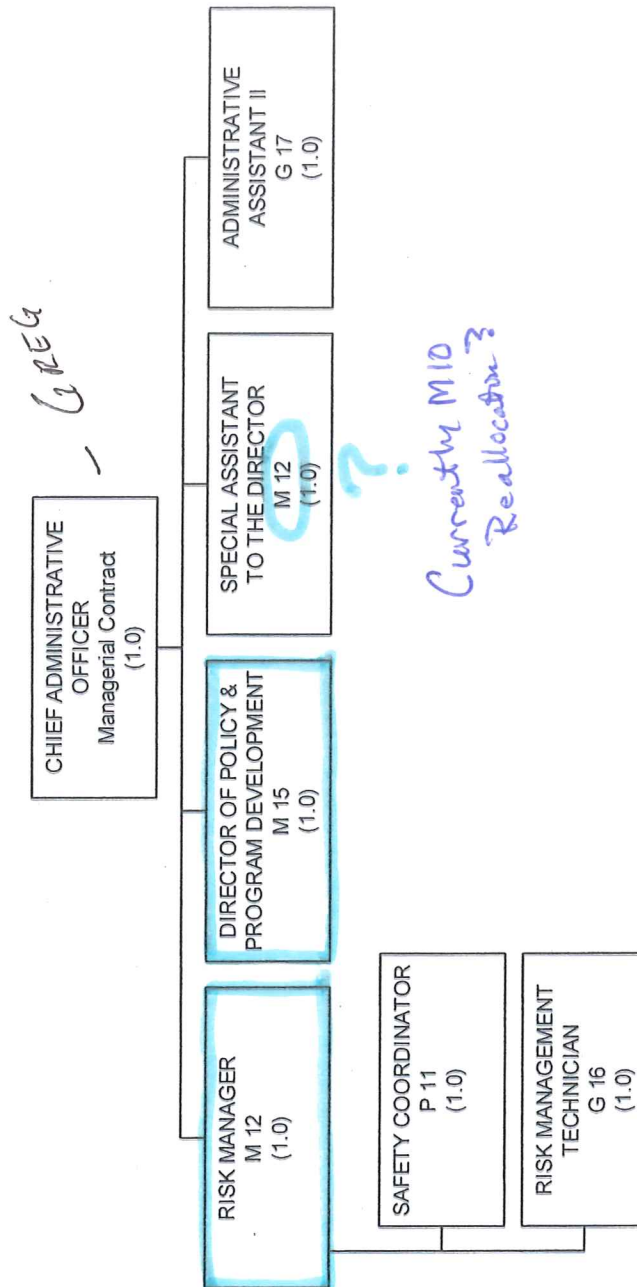


# ADMINISTRATION- ADMINISTRATION

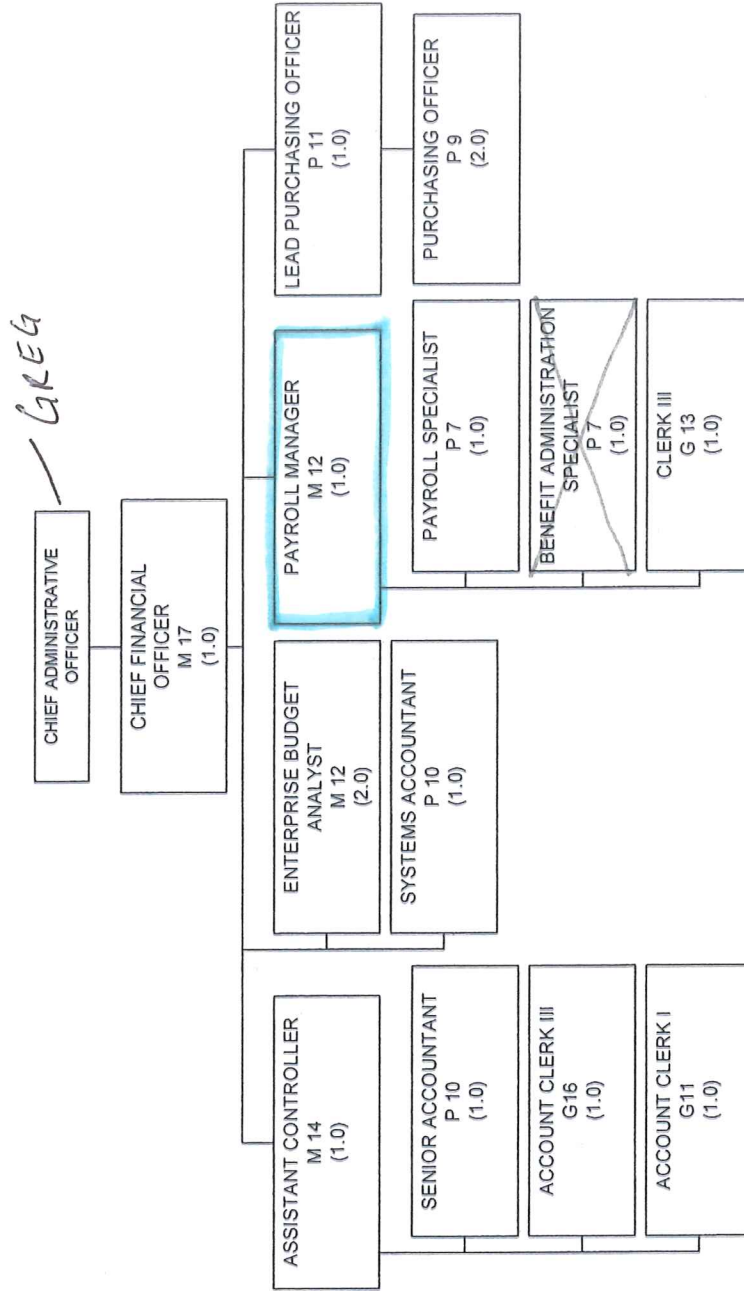


8/29/2019

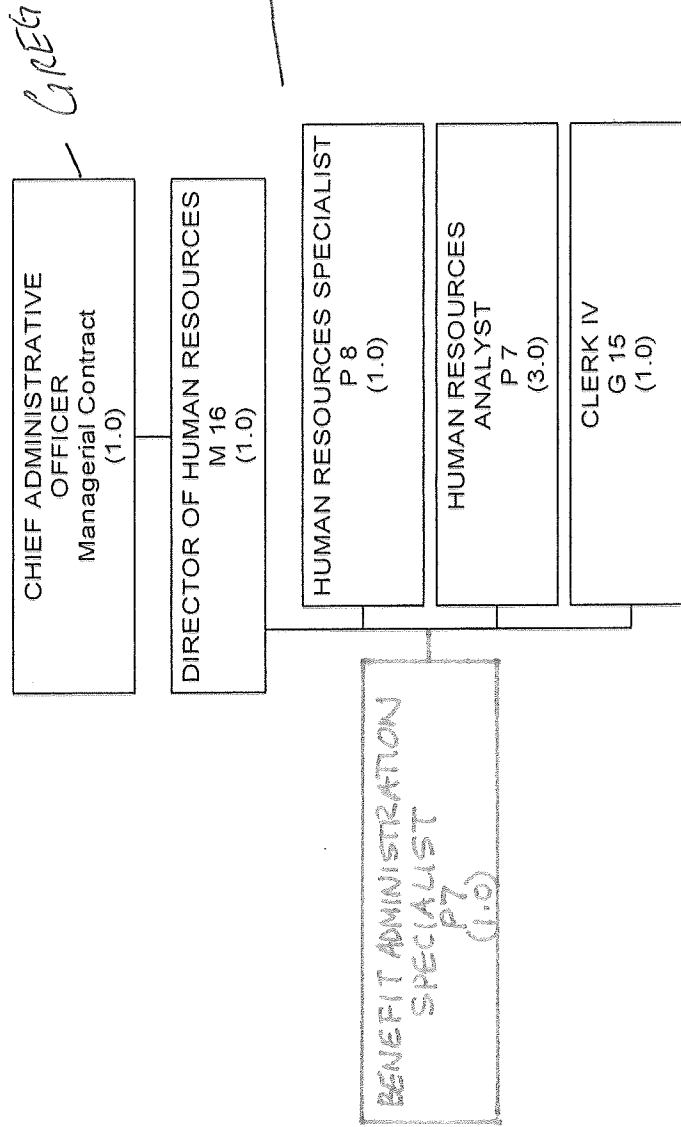
— GREG



# ADMINISTRATION- CONTROLLER



# ADMINISTRATION - EMPLOYEE RELATIONS



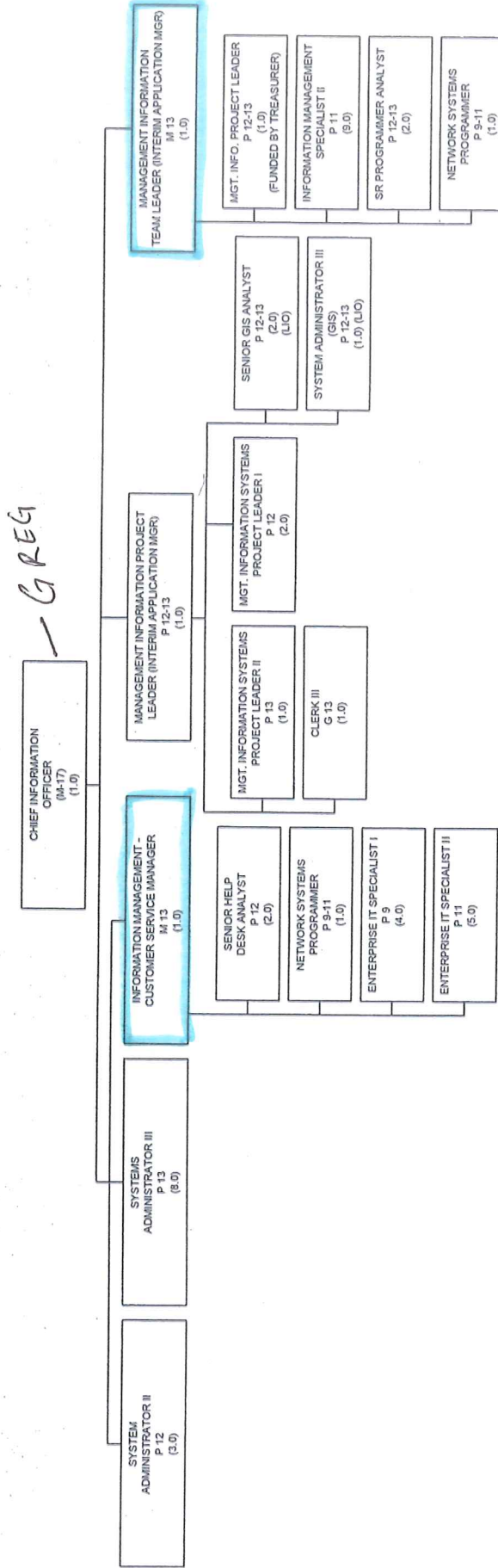
*Greg*

*Human Resources Manager?*

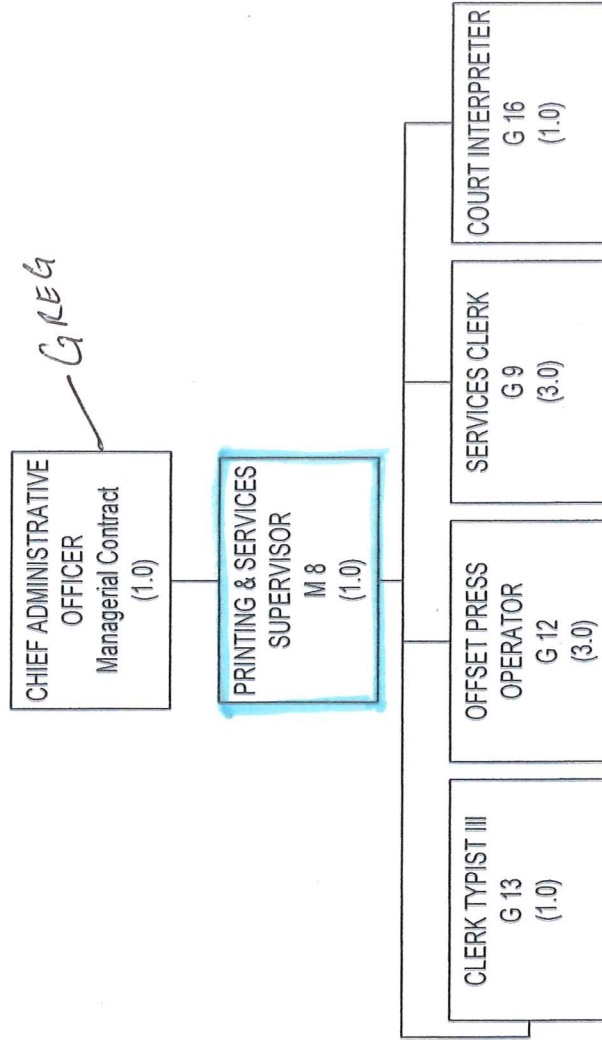
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8/29/2019

# ADMINISTRATION - INFORMATION MANAGEMENT



# ADMINISTRATION - PRINTING & SERVICES

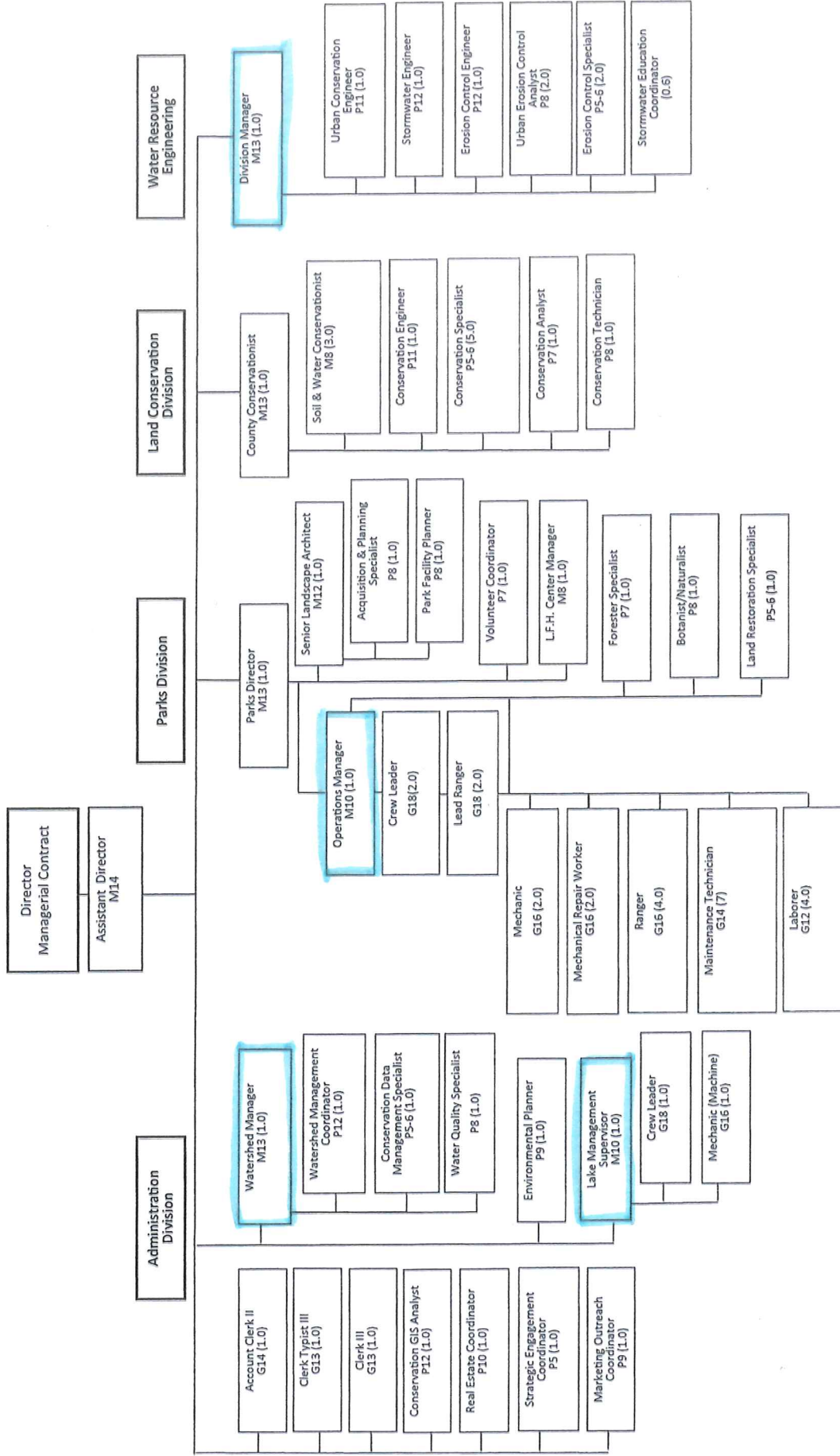


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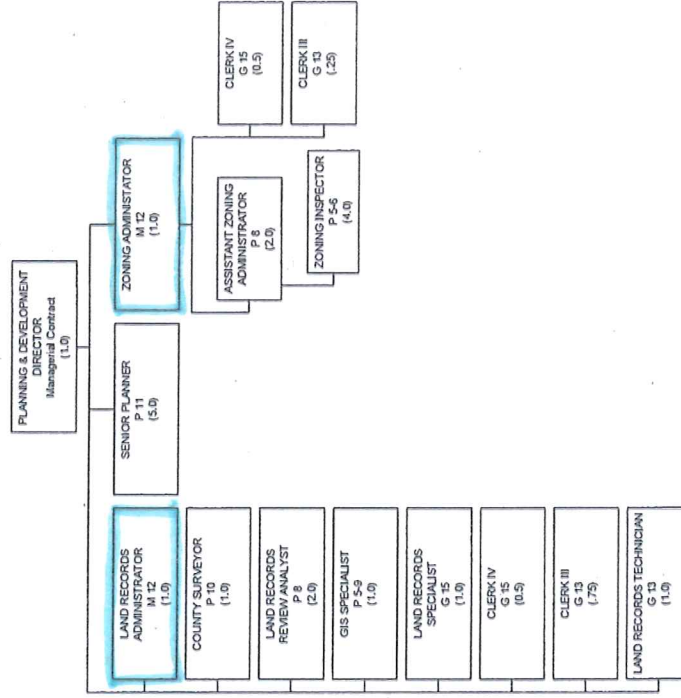


# 2020 Organizational Chart for the Dane County Land & Water Resources Department

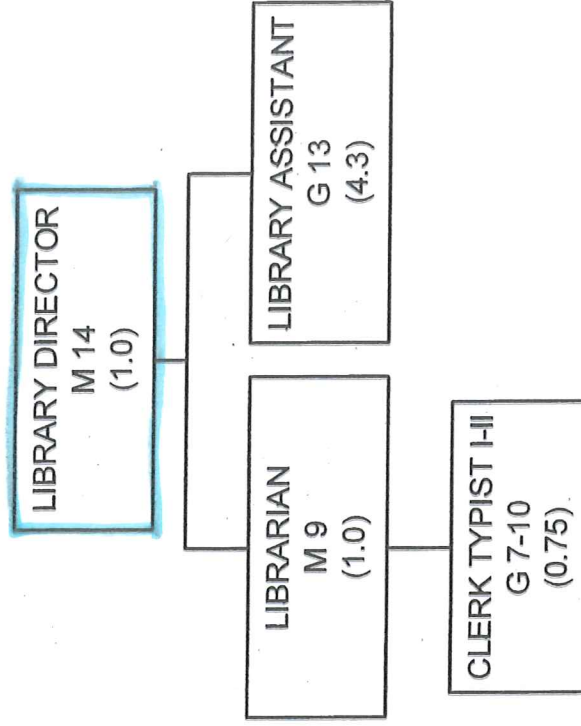




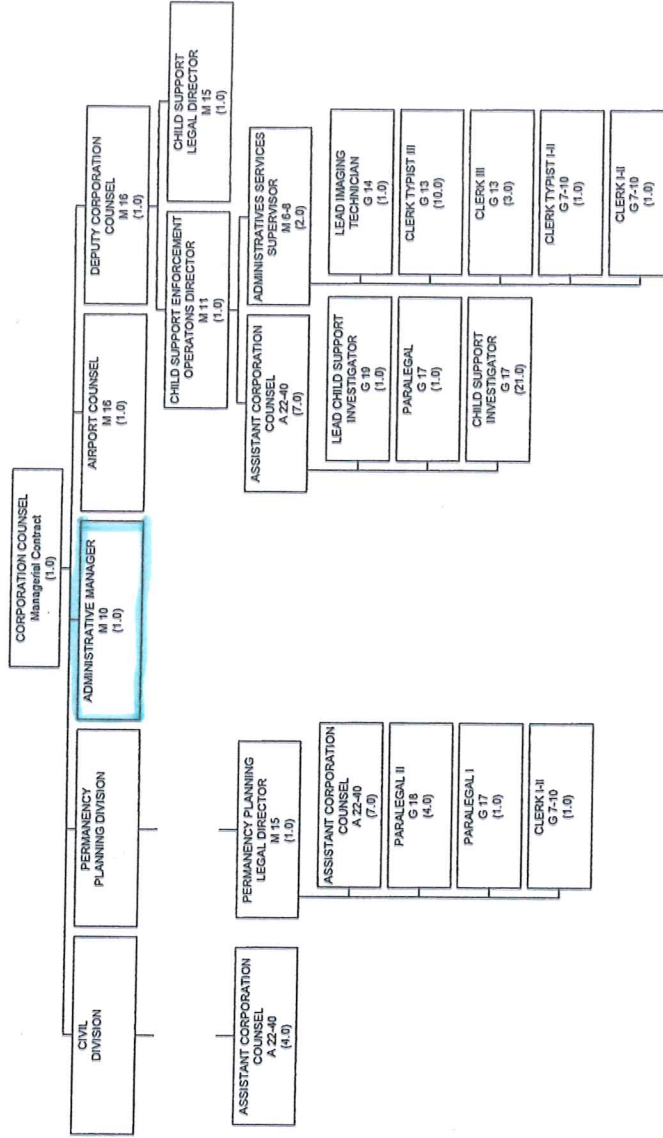
# PLANNING & DEVELOPMENT



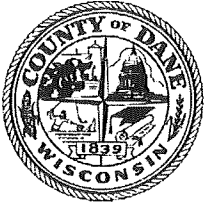
# LIBRARY



# CORPORATION COUNSEL



8/8/2019



**COUNTY OF DANE**  
DEPARTMENT OF ADMINISTRATION  
**EMPLOYEE RELATIONS DIVISION**

Room 418, 210 Martin Luther King, Jr. Boulevard, Madison, Wisconsin 53703  
Phone/TTY: 608/266-4125 • Fax: 608/266-4409  
Web Page: <http://www.countyofdane.com>

GREG BROCKMEYER  
Director of Administration

AMY UTZIG  
Human Resources Manager

**MEMORANDUM**

DATE: September 23, 2019

TO: Greg Brockmeyer  
Director of Administration

FROM: Alex Hauri  
Human Resources Analyst

SUBJECT: Reallocation request for Printing and Services Supervisor #177

**SUMMARY:**

The Department of Administration has requested that Employee Relations review position #177. After reviewing the duties assigned to this position, the department believes it is subject to internal inequity. As a result, a request was submitted to reallocate the Printing and Services Supervisor from the M8 to M10 pay range. To determine the correct pay range my analysis included comparisons between internal and external classifications.

**REVIEW FACTORS AND ANALYSIS:**

The current position description (PD) that was submitted for position #177 identifies the following functions:

- Function A: 25% Manage and Direct the Daily Printing and Copying Operation
- Function B: 25% Manage and Direct the Daily Operations of the Mailroom and Related Services and Coordinate Billing
- Function C: 20% Direct and Manage Convenience Copier Program
- Function D: 20% Manage the Fleet Pool Program
- Function E: 10% Perform Supervisory Functions for the Division

**Education/Experience:**

Any combination of training and experience equivalent to high school graduation and three (3) years of responsible experience managing/supervising the daily mailroom and printing operations and one (1) year in a lead worker role. Preference will be given to candidates with supervisory experience.

To properly classify this position, I sat down with the incumbent (Peter Patten) to have him explain the roles and responsibilities that he is assigned. The meeting was very beneficial since he was able to break down and thoroughly explain the steps and processes related to each function. The Printing and Services Supervisor is responsible for providing three (3) key services to City and County Departments. The three (3) key services are managing the vehicle fleet, providing inter and intra mail delivery and completing a vast array of printing requests.

Managing the vehicle fleet:

Roughly 20 vehicles in the fleet

Determine the appropriate maintenance, repair and licenses

Recommend replacement/purchasing decisions

Providing mail services:

Deliver to 25 different locations

Handle 4,500 pieces of mail on a daily basis

Determine monthly billing for departments

Investigate and resolve complaints and concerns

Printing requests:

Production printing on specialized equipment and fast copy services

Determine timelines for production printing, fast copy and color copying

Provide cost estimates for departments

Manage 76 Ricoh copiers

Determine appropriate lease(s), size and location of these devices

Coordinate delivery, set-up and training

Maintain equipment, coordinate repairs and order preventative maintenance on all equipment

After reviewing the PD and meeting with Pete, the next step was to compare this information to internal classifications. The standard process for a reallocation request is to begin the analysis where the position is currently located and then progress through the pay ranges until a comparable classification is found. It is important to review where the position is currently located to ensure that it is subject to inequities. If it is determined that the position is undercompensated, you must then analyze classifications in the proceeding pay ranges until a match is found. This process means that the recommended pay range may never be accounted for if the position has similar responsibilities to classifications in lower ranges. As standard process, I began my analysis by comparing the Printing and Services Supervisor to classifications currently in the M8 pay range.

① Throughout this process I was able to identify several classifications within the M8 pay range that are similar in nature. The classification with the most similarities was the Office Supervisor, which has a lower starting salary, but progresses to the top of the M8 pay range. Similar to the Printing and Services Supervisor, position #1348 is responsible for managing a fleet of vehicles (27), supervising subordinates (13) and coordinating maintenance on equipment. The incumbent has a wide variety of duties, but spends most of their time performing the following:

- Respond to facilities problems and arrange for repairs



- Responsible for small scale projects
- Troubleshoot and oversee the maintenance requests for computers, copier, printer and phones
- Evaluate levels of service provided
- Participate in budget development activities
- Resolve advanced equipment malfunctions
- Perform cost-benefit analyses on suggested administrative processes or equipment
- Control expenditures from approved budgeted accounts
- Supervise a master scheduling function

② Another classification with many similar responsibilities was the Terminal Maintenance Supervisor located at the Dane County Airport. This position is also within the M8 pay range and is primarily responsible for supervising subordinates and inspecting facilities and equipment. The position oversees equipment such as baggage conveyor systems, passenger boarding bridges, elevators, escalators, and security/fire detection systems. The incumbent has a wide variety of duties, but spends most of their time performing the following:

- Plan, schedule and direct preventative maintenance
- Lead construction projects
- Prepare reports related to maintenance activities
- Develop and select various maintenance service contracts
- Make budgetary recommendations
- Prioritize and direct emergency repairs to equipment and facilities
- Identify employee trainings needs
- Conduct training and orientation
- Interview, hire and terminate employees

While comparing the Printing and Services Supervisor to these internal classifications, I was able to identify many similarities. All three (3) classifications are responsible for supervising staff, managing equipment/facility maintenance and evaluating levels of service to determine contracts/cost-benefits activities.

③ To finalize my analysis of internal classifications, I also compared the Printing and Services Supervisor PD to classifications in M9 pay range. While reviewing the M9 pay range, the Courts Manager and Paralegal Manager classifications really stood out. A Courts Manager supervises roughly 15 individuals and is responsible for the implementation of court orders, managing court records and supervising the accounting of fines, bails, forfeitures and other payments made to (or through) the courts. The Paralegal Manager supervises 12 individuals and is responsible for monitoring the status of cases to ensure they are in compliance with strict statutory deadlines, managing felonies and major cases for legal actions and consults with attorneys, police departments, victims and other individuals regarding all aspects of criminal cases. If an incumbent in one of these classifications made an error, it could have a drastic impact on determining if a criminal is released back into the public or sentenced to jail. I believe the M9 classifications require a greater amount of analytical and decision making skills since they are constantly interacting with the legal system and ensuring that the guilty defendants are sentenced. After reviewing their definitions and duties, I believe they are more complex than position #177.

④ After reviewing internal classifications within the M8 and M9 pay ranges, I decided that the M10 pay range would not be appropriate. To finalize this request, I compared the Printing and Services Supervisor to external classifications throughout the State of Wisconsin. Due to the unique responsibilities that are assigned to position #177, Pete advised that I reach out to the State of Wisconsin to see if they had any comparable positions. Bruce Goodman, Distribution Section Chief, was a great resource. While speaking to Bruce, he indicated that the state has multiple positions that are similar in nature. The two (2) external classifications that I reviewed were the Printing Services Supervisor and the Shipping and Mailing Supervisor.

⑤ According to their PDs, both positions are responsible for providing high volume and low cost services. These positions also serve a variety of customers including state, county and local municipalities. Although each position is unique to their respective unit, both positions are assigned similar duties. The Printing Services Supervisor is responsible for supervising publishing staff in the production of high volume printed and finished materials with a commitment to quality; supervising the bureau's state-of-the art printing operation in all aspects of production; providing dedicated customer service; and maintaining a safe and efficient work site. On the other hand, the Shipping and Mailing Supervisor is directly responsible for supervising staff; scheduling production in the distribution section; providing assembly and insertion of mail pieces using highly automated equipment; and overseeing inventory, warehouse and sales activities. If the state were to combine these two classifications, it would be very similar to the Dane County Printing and Services Supervisor.

⑥ After concluding that the external classifications were similar in nature, I contacted the State of Wisconsin's Division of Personnel Management. Peter Flood and Matt Olsen were able to verify the wages associated with each classification. The Shipping and Mailing Supervisor currently earns in-between \$51,105.60 and \$54,080.00, while the Printing Services Supervisor earns \$54,100.80 a year. The Dane County Printing and Services Supervisor currently earns in-between \$59,342.40 and \$76,523.20 a year. To conclude, the Dane County classification currently earns roughly \$22,400 more per year than the external classifications.

#### SUMMARY AND CONCLUSION:

⑦ In summary, I believe the Printing and Services Supervisor is in alignment with other M8 classifications. Based on its similarities to internal and external positions, I believe position #177 is properly compensated. My recommendation is to have position #177 remain in the M8 pay range. This denial has no reflection on the value of the incumbent, Mr. Patten. I have strictly focused on the position and the types of duties and responsibilities it performs. In this instance, the duties continue to fit within the confines of the M8 pay range. If the incumbent would like to appeal this decision, they may do so in writing within ten (10) days.

"OLD"

## DANE COUNTY POSITION DESCRIPTION

<input type="checkbox"/>	Vacancy/New Hire
<input type="checkbox"/>	Audit Request
<input type="checkbox"/>	PD Update

Date: 3/31/07

Position No. 177

Dept. No. 096

- 
1. **NAME OF EMPLOYEE:** Peter D. Patten
  2. **DEPARTMENT/DIVISION:** Administration/Printing & Services
  3. **WORK ADDRESS:** Rm. GR13, City County Building, 210 Martin Luther King Jr. Blvd.
  4. **CLASSIFICATION OF POSITION:** Printing & Services Supervisor
  5. **NAME AND CLASS OF FORMER INCUMBENT:** Bonnie Hammersley, Administrative Services Manager
  6. **NAME/CLASS OF FIRST LINE SUPERVISOR:** Travis Myren, Deputy Director of Administration
  7. **APPROXIMATE DATES EMPLOYEE HAS BEEN PERFORMING WORK DESCRIBED BELOW:** N/A
  8. **DOES THIS POSITION SUPERVISE EMPLOYEES IN PERMANENT POSITIONS?**  
Yes X No
  9. **SUPERVISION RECEIVED:** Receives general direction
  10. **SUPERVISORY RESPONSIBILITIES:** Printing, mailroom and clerical staff
  11. \_\_\_\_\_  
**Employee Signature** **Date**
  12. \_\_\_\_\_  
**Supervisor Signature** **Date**
  13. \_\_\_\_\_  
**ERD Staff Signature** **Date**



**POSITION SUMMARY:** (Briefly describe what you consider to be the major purpose or objectives of your position. What are you attempting to accomplish in your position, or why do you feel your position exists?)

The position provides direct supervision of the Printing and Services Division staff of the Dept. of Administration. The Division provides services to both City and County departments and locations throughout the county. The position is directly responsible for **providing cost estimates, overseeing deadlines, entering information into Quickbooks and working with paper vendors/salesmen**, organizing, managing and planning the daily functions of the Printing and Mailroom staff to insure proper timelines are maintained. The position also is responsible for managing the Division's vehicle fleet and records storage program.

The main objective of this position is to maintain a high-level of quality service to the City and County departments while staying within the budget. This position requires leadership and the ability to meet demands of customers and the changing circumstances. The ability to adapt to changing technology and guidelines is also required.

## **FUNCTIONS**

### **FUNCTION A - 25%: Manage and direct the daily printing and copying operation.**

- |                        |   |
|------------------------|---|
| <i>WORKER ACTIVITY</i> | <b>A 1:</b> Maintain proper timelines for production printing, fast copy and color copying.   |
|                        | <b>A 2:</b> Advise various departments on daily operations and cost effective methods for printing, copying, color copying and bindery needs.   |
|                        | <b>A 3:</b> Purchase and authorize supplies, paper and maintenance contracts as needed for in-house printing.   |
|                        | <b>A 4:</b> Direct, plan and coordinate the responsibilities of the technical support staff including Offset Press Operators, Fast Copy Operators, Typesetter Composer and Clerk Typist I-II. |
|                        | <b>A 5:</b> Assist in operating equipment in print area as needed.  |
|                        | <b>A 6:</b> Maintain equipment preventative maintenance contracts.  |
|                        | <b>A 7:</b> Recommend replacement of equipment when necessary.  |
|                        | <b>A 8:</b> Review and evaluate customer service and recommend policy and procedural changes to improve service delivery and resolve customer complaints.                                     |
|                        | <b>A 9:</b> <b>Complete cost estimates and enter information into Quickbooks.</b>   |
|                        | <b>A 10:</b> <b>Oversee deadlines.</b>  |
|                        | <b>A 11:</b> <b>Work with paper salesman.</b>   |

### **FUNCTION B - 25%: Manage and direct the daily operations of the mailroom and related services and coordinate billing.**

- |             |   |
|-------------|---|
| <b>B 1:</b> | Direct, plan and organize the Mail Room delivery service for City, County and State Departments to various locations including the CCB, PSB, MMB, DCC and other outlying areas. |
| <b>B 2:</b> | Develop and implement services for delivery and handling of supplies, paper, printed material, moneybags, payroll, specimens, etc. to various locations.                        |

- B 3:** Investigate and resolve complaints and concerns relative to mail delivery and timing issues involving internal delivery as well as outside sources such as USPS and UPS.
- B 4:** Compile monthly data from postage equipment and UPS terminal to be used for monthly billing of city and county departments.
- B 5:** Assist in the mailroom when needed, processing mail and making outside deliveries when necessary.
- B 6:** Review and evaluate customer service and recommend policy and procedural changes to improve service delivery and resolve customer complaints.

**FUNCTION C - 20%: Direct and manage Convenience Copier Program.**

- C 1:** Determine lease/purchases, size of copy machines and assign placement of machines throughout the City and County system at various locations.
- C 2:** Coordinate delivery, set-up and training and repair and maintain convenience copiers.
- C 3:** Physically take monthly meter readings, determine paper usage per copier and maintain proper supplies of paper, toner, and staples.
- C 4:** Review and evaluate customer service and recommend policy and procedural changes to improve service delivery and resolve customer complaints.

**FUNCTION D - 10%: Manage the fleet pool program.**

- D 1:** Maintain vehicle pool, maintenance, repairs, licenses as needed by various county departments and employees.
- D 2:** Recommend replacement of vehicles as needed, send expired vehicles to auction.
- D 3:** Review and evaluate customer service and recommend policy and procedural changes to improve service delivery and resolve customer complaints.

**FUNCTION E- 10%: Perform supervisory functions for the division.**

- E 1:** Schedule vacations and time off for Printing and Services staff.
- E 2:** Respond to personnel issues when they arise.
- E 3:** Record and approve exception reports for Printing Services staff.
- E 4:** Assist in interviews and hiring when vacancies occur.
- E 5:** Conduct performance evaluations as scheduled.
- E 6:** Assign, review and monitor the work of staff.
- E 7:** Review assignments and revise to improve cost effectiveness and productivity.
- E 8:** Prepare correspondence and other documents pertaining to division activities.
- E 9:** Assist on budget development by providing revenue and projections and making expense recommendations.
- E 10:** Review and evaluate customer service and recommend policy and procedural changes to improve service delivery and resolve customer complaints.

**FUNCTION F - 10%: Maintain and oversee record storage facilities and perform miscellaneous duties.**

- F 1:** Coordinate delivery and retrieval of records to proper facilities.
- F 2:** Schedule shredding of confidential files.
- F 3:** Oversee proper records of stored files.
- F 4:** Perform other duties as assigned.
- F 5:** Review and evaluate customer service and recommend policy and procedural changes to improve service delivery and resolve customer complaints.
- F 6:** Oversee inventory of paper, printing and mail supplies, and establish priorities to meet deadlines.

**FUNCTION G - 5%: Maintain Procurement Card.**

- G 1:** Maintain and track procurement card purchases.
- G 2:** Receive invoices for payment.
- G 3:** Keep track of budget line charges.
- G 4:** If discrepancies on charges, contact company.

**POSITION REQUIREMENTS**

**Education and Experience:** Any combination of training and experience equivalent to high school graduation and three years of responsible experience managing/supervising the daily mailroom and printing operations. Plus, one year in a lead worker role. Preference will be given for supervisory experience.

**Certifications:** None

**Licenses:** Possess (or be eligible for a valid Wisconsin driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES:** Extensive knowledge of production printing and service management techniques, materials and processes used in printing and reproduction of materials with offset presses and other reproducing equipment; knowledge of customer service and quality improvement techniques; knowledge of the operation and maintenance of printing equipment; knowledge of mailroom processes and ability to operate mail equipment; knowledge of cost estimates for requested work; skill in maintaining computerized records and use of word processing software; ability to assign and monitor work and train staff; ability to develop specifications for supplies and equipment purchases; ability to maintain effective working relationships with management, employees and customers; ability to schedule production to effectively meet changing priorities and meet deadlines, establish and maintain high quality cost effective standard.

**PHYSICAL DEMANDS:** Ability to lift and carry materials weighing up to 50 pounds unassisted; ability to see and hear within normal ranges with/without adaptive devices; ability to stand, walk, stoop, twist, bend, push, pull and crouch routinely and repeatedly throughout the day; ability to use hands, fingers, wrist, and arm motion.

**WORK ENVIRONMENT:** Office environment, the work area may be noisy due to equipment.

"New"

## DANE COUNTY POSITION DESCRIPTION

- |                          |                  |
|--------------------------|------------------|
| <input type="checkbox"/> | Vacancy/New Hire |
| <input type="checkbox"/> | Audit Request    |
| <input type="checkbox"/> | PD Update        |

Date: 2/25/2019

Position No. 177

Dept. No. 096

- 
1. **NAME OF EMPLOYEE:** Peter D. Patten
  2. **DEPARTMENT/DIVISION:** Administration/Printing & Services
  3. **WORK ADDRESS:** Rm. GR13, City County Building, 210 Martin Luther King Jr. Blvd.
  4. **CLASSIFICATION OF POSITION:** Printing & Services Supervisor
  5. **NAME AND CLASS OF FORMER INCUMBENT:** Bonnie Hammersley, Administrative Services Manager
  6. **NAME/CLASS OF FIRST LINE SUPERVISOR:** Greg Brockmeyer, Director of Administration
  7. **APPROXIMATE DATES EMPLOYEE HAS BEEN PERFORMING WORK DESCRIBED BELOW:** N/A
  8. **DOES THIS POSITION SUPERVISE EMPLOYEES IN PERMANENT POSITIONS?**  
Yes X No
  9. **SUPERVISION RECEIVED:** Receives general direction
  10. **SUPERVISORY RESPONSIBILITIES:** Printing, mailroom and clerical staff
  11. \_\_\_\_\_  
**Employee Signature** **Date**
  12. \_\_\_\_\_  
**Supervisor Signature** **Date**
  13. \_\_\_\_\_  
**ERD Staff Signature** **Date**

## POSITION SUMMARY

The position provides direct supervision of the Printing and Services Division in the Department of Administration. The Printing and Services Division provides three key services to County and City of Madison Departments: The Division manages the county pool vehicle fleet for county employees, provides inter and intra department for County and City of Madison Departments, and the Division provides a vast array of printing services to County and City Departments. The printing services offered to Departments include production printing on specialized equipment, fast copy services, and the management of multifunction convenience copiers used throughout the County and City.

This position is responsible for directing the day-to-day operations of the Division, this includes: Providing cost estimates to Departments. Overseeing deadlines on work orders and accounting for work orders. Ensuring there are adequate supplies for printing and mailroom staff. Managing the daily functions of the printing and mailroom staff. Overseeing maintenance and work orders on fleet vehicles. Maintaining records related to work orders and vehicle maintenance. This position also ensures property safety protocols are followed

The main objective of this position is to maintain a high-level of quality service to the City and County departments. This position requires leadership and the ability to meet demands of customers and the changing circumstances.

## FUNCTIONS

### **FUNCTION A - 25%:   Manage and direct the daily printing and copying operation.**

- A 1:**   Maintain proper timelines for production printing, fast copy, and color copying.
- A 2 :**   Advise various departments on daily operations and cost effective methods for printing, copying, color copying and bindery needs.
- A 3:**   Purchase and authorize supplies, paper, and maintenance contracts, as needed for in-house printing.
- A 4:**   Direct, plan, and coordinate the responsibilities of the technical support staff including Offset Press Operators, Fast Copy Operators, Typesetter Composer and Clerk Typist I-II.
- A 5:**   Assist in operating equipment in print area as needed.
- A 6:**   Maintain equipment, coordinating repairs and ordering preventative maintenance. Order replacement of equipment when necessary.
- A 7:**   Ensure that printing staff follow proper safety protocols.
- A 8:**   Review and evaluate customer service and recommend policy and procedural changes to improve service delivery and resolve customer complaints.
- A 9:**   Complete cost estimates and enter information into accounting software
- A 10:**   Oversee deadlines for work orders.

### **FUNCTION B - 25%:   Manage and direct the daily operations of the mailroom and related services and coordinate billing.**

- B 1:**   Direct, plan and organize the Mail Room delivery service for City, County and State Departments to various locations including the CCB, PSB, MMB, DCC and other outlying areas.
- B 2:**   Develop and implement services for delivery and handling of supplies, paper, printed material, moneybags, payroll, specimens, etc. to various locations.
- B 3:**   Investigate and resolve complaints and concerns relative to mail delivery and timing issues involving internal delivery as well as outside sources such as USPS and UPS.
- B 4:**   Compile monthly data from postage equipment and UPS terminal to be used for monthly billing of city and county departments.
- B 5:**   Assist in the mailroom when needed, processing mail and making outside deliveries when necessary.
- B 6:**   Review and evaluate customer service and recommend policy and procedural changes to improve service delivery and resolve customer complaints.
- B 7:**   Ensure that staff follow proper safety protocols.
- B 8:**   Order necessary resources in order to effectively run the Mail Room.

**FUNCTION C - 20%: Direct and manage Convenience Copier Program.**

- C 1:** Determine lease/purchases, size of copy machines and assign placement of machines throughout the City and County system at various locations.
- C 2:** Coordinate delivery, set-up and training and repair and maintain convenience copiers.
- C 3:** Physically take monthly meter readings, determine paper usage per copier and maintain proper supplies of paper, toner, and staples.
- C 4:** Review and evaluate customer service and recommend policy and procedural changes to improve service delivery and resolve customer complaints.

**FUNCTION D - 20%: Manage the fleet vehicle pool program.**

- D 1:** Maintain vehicle pool, maintenance, repairs, licenses as needed by various county departments and employees.
- D 2:** Recommend replacement of vehicles as needed, send expired vehicles to auction.
- D 3:** Review and evaluate customer service and recommend policy and procedural changes to improve service delivery and resolve customer complaints.
- D 4:** Order repairs and oversee general maintenance on vehicles.

**FUNCTION E- 10%: Perform supervisory functions for the division.**

- E 1:** Schedule vacations and time off for Printing and Services staff.
- E 2:** Respond to personnel issues when they arise.
- E 3:** Record and approve exception reports for Printing Services staff.
- E 4:** Assist in interviews and hiring when vacancies occur.
- E 5:** Conduct performance evaluations as scheduled.
- E 6:** Assign, review and monitor the work of staff.
- E 7:** Review assignments and revise to improve cost effectiveness and productivity.
- E 8:** Prepare correspondence and other documents pertaining to division activities.
- E 9:** Assist on budget development by providing revenue and projections and making expense recommendations.
- E 10:** Review and evaluate customer service and recommend policy and procedural changes to improve service delivery and resolve customer complaints.

**POSITION REQUIREMENTS**

**Education and Experience:** Any combination of training and experience equivalent to high school graduation and three years of responsible experience managing/supervising the daily mailroom and printing operations and one year in a lead worker role. Preference will be given to candidates with supervisory experience.

**Certifications:** None

**Licenses:** Possess (or be eligible for) a valid Wisconsin driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of production printing and service management techniques, materials and processes used in printing and reproduction of materials with offset presses and other reproducing equipment; knowledge of customer service and quality improvement techniques; knowledge of the operation and maintenance of printing equipment; knowledge of mailroom processes and ability to operate mail equipment; knowledge of cost estimates for requested work; skill in maintaining computerized records and use of word processing software; ability to assign and monitor work and train staff; ability to develop specifications for supplies and equipment purchases; ability to maintain effective working relationships with management, employees and customers; ability to schedule production to effectively meet changing priorities and meet deadlines, establish and maintain high quality cost effective standard.

**PHYSICAL DEMANDS:** Ability to lift and carry materials weighing up to 50 pounds unassisted;

**WORK ENVIRONMENT:** Office environment, the work area may be noisy due to equipment.



# Facilities Manager

Class Code:  
153000

Bargaining Unit: Managerial

DANE COUNTY  
Revision Date: May 8, 2019

## SALARY RANGE

\$36.16 - \$46.69 Hourly

### JOB OVERVIEW:

### CLASS SPECIFICATION DEFINITION AND EXAMPLES OF DUTIES:

#### COMMITMENT TO EQUITY AND INCLUSION

As an employer, we strive to provide a work environment where diversity and differing opinions are valued, creativity is encouraged, continuous learning and improvement are fostered, teamwork and open/honest communication are encouraged, and meeting customer needs through quality service is a shared goal. All employees must be able to demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways. Applicants from traditionally underrepresented populations including women, racial and ethnic minorities, and persons with disabilities are especially encouraged to apply.

#### DEFINITION

Under general supervision, oversees facility operations in several large buildings, including the maintenance and repair of electrical, plumbing, and HVAC systems; maintenance of equipment and grounds, weapon screening and building security systems; and assists in the planning, scheduling and direction of custodial maintenance programs. Assumes the responsibilities of Department Director when necessary. Performs other related duties as required.

## **EXAMPLES OF DUTIES**

- Supervises custodial, maintenance and weapon-screening staff in providing high quality building security and services, e.g., building maintenance, repairs and renovation (including plumbing, HVAC, electrical systems, carpentry, etc.).
- Performs various personnel actions, e.g., hires, transfers, promotions, performance appraisals and disciplines.
- Assists in budget request preparation.
- Assists in maintaining cost controls on maintenance and custodial work and equipment.
- Acts as a department hazardous materials and accident investigation manager.
- Acts as a safety and training officer for departmental staff.
- Reviews engineering drawings and specifications for renovation and new construction projects.
- Coordinates building system repairs and monitors building system performance.
- Assists in procuring outside contractors, coordinating and inspecting their work
- Inspects buildings and grounds
- Prepares written reports.

## **EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:**

### **Education, Training and Experience:**

#### **Minimum Requirements**

- Any combination of training and experience equivalent to an Associate's degree/certificate, vocational training or apprenticeship in a skilled building trade or Construction Management from an accredited educational institution and four (4) years' major facility (250,000 square feet or larger) building maintenance experience.
- At least one year of supervisory or lead-worker experience.

#### **Preferred:**

- Any combination of training and experience equivalent to a Bachelor's degree with a major in Construction Management or related field and 2 years' experience in facility maintenance in a major facility (250,000 square feet or larger).

### **Special Requirements:**

- Possession of (or eligibility to obtain) a valid driver's license, and access to reliable transportation.
- The position will also be expected to respond to after-hours building emergencies and be available for occasional early-morning, evening and weekend work.
- **Background Check Statement:** Some positions may require a criminal background check which can include fingerprinting due to the nature of the job's



responsibilities. Wisconsin's Fair Employment Law, s. 111.31 – 111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. However, Dane County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history (e.g., the nature of the crime and its relationship to the position, whether hiring, transferring or promoting an applicant would pose an unreasonable risk to the business, its employees, customers and vendors, etc.) Management reserves the right to make employment contingent upon successful completion of the background check.

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of professional personnel management and supervisory practices.
- Knowledge of commercial custodial programs, including general cleaning, floor care, infectious controls, supply inventory and equipment evaluation.
- Knowledge of commercial building mechanical systems, including, electrical, plumbing and HVAC systems.
- Knowledge of OSHA regulations and building codes
- Knowledge and understanding of work orders and preventative maintenance programs
- Knowledge of safety training programs
- Knowledge of budget preparation and purchasing procedures.
- Ability to develop written policies and procedures.
- Ability to read and understand complex electrical, mechanical and automation systems.
- Familiar with all aspects of the construction trades.
- Demonstrated leadership skills.



# Administrative Manager

Class Code:  
147000

Bargaining Unit: Managerial

DANE COUNTY

Established Date: May 31, 2017

Revision Date: Nov 19, 2018

## SALARY RANGE

\$33.44 - \$43.20 Hourly

### JOB OVERVIEW:

### CLASS SPECIFICATION DEFINITION AND EXAMPLES OF DUTIES:

#### COMMITMENT TO EQUITY & INCLUSION

As an employer, we strive to provide a work environment where diversity and differing opinions are valued, creativity is encouraged, continuous learning and improvement are fostered, teamwork and open/honest communication are encouraged, and meeting customer needs through quality service is a shared goal. All employees must be able to demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways. Applicants from traditionally underrepresented populations including women, racial and ethnic minorities, and persons with disabilities are especially encouraged to apply.

#### DEFINITION

Under general supervision, supervise staff that provides administrative support, accounting, purchasing and supply distribution. May oversee business management activities related to coordination of the department annual budget, purchasing and accounts payable. May manage functions such as facilities management. May be assigned responsibilities in areas such as preparing competitive Requests for Proposals and coordinating proposal review efforts; contract process monitoring; acting as the primary contact for assigned programs and agencies. Supervise staff as assigned. Perform related duties as assigned.

## **EXAMPLES OF DUTIES**

Note: these positions perform a wide variety of administrative functions (refer to position descriptions)

Supervise administrative support personnel activities, develop, implement and monitor policies and procedures necessary to provide administrative support or clerical services; generate confidential disciplinary and labor relations documents; recommend new techniques and operations to improve effectiveness and efficiency of operations; develop and maintain record keeping systems and interface with IT personnel when computerized systems are developed and/or modified; perform cost benefit analysis on suggested processes or equipment; respond to facilities problems and arrange for repairs; work in a liaison capacity with other administrative support agencies such as employee relations, purchasing, payroll and other outside service agencies; participate in budget development activities; maintain effective communication with fiscal staff, prepare Purchase of Services contracts, monitor contract timelines; negotiation of department contracts and leases; prepare data, reports and presentations regarding assigned programs; meet regularly with assigned agencies, monitor agencies for quality compliance and coordinate implementation of changes in programs in accordance with federal, state, and county program standards, review quarterly reports, review proposals submitted by assigned agencies and make recommendations regarding fiscal allocations, program expectations and performance indicators; discuss progress toward identified goals and barriers to achieving goals; train users in the use of a variety of software; control expenditures from approved budgeted accounts; perform or supervise a master scheduling function; responsible for department purchasing and equipment control.

## **EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:**

Requires any combination of training and experience equivalent to graduation from an accredited college or university with a bachelor's degree in Accounting, Business/Public Administration or related degree and three years of professional experience. One year of lead work or supervisory experience is preferred.

Licenses or Other Requirements: Valid Wisconsin driver's license (or eligibility for) and access to personal transportation. Maintain driver's license and access to reliable personal transportation while employed in this position.

## **KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge of effective supervisory techniques and methods; effective oral and written communication skills; understanding of the principles of administrative and budgetary management, accounting, and financial management principles, methods and systems; must be able to work effectively with other staff, elected officials, other professionals, and the public; must have the ability to learn and apply complex state and county

guidelines relating to accounting, personnel, purchasing, and management information reporting systems, and reimbursement methodologies; good knowledge of purchasing and contracting principles and practices; must be skilled in applying knowledge to the identification and solution of problems; thorough knowledge of automated record keeping and management information reporting systems.