



## Legislation Details (With Text)

<b>File #:</b>	30295	<b>Version:</b>	1	<b>Name:</b>	Recreate the 0.8 FTE position #74 of "Secretary 1 - Confidential" (CG17-10), currently vacant, as a 1.0 FTE position of "Administrative Clerk 1 - Confidential" (CG17-09) in the Department of Civil Rights budget and, if filled, reallocate the incumbent.
<b>Type:</b>	Resolution	<b>Status:</b>	Passed		
<b>File created:</b>	5/20/2013	<b>In control:</b>	BOARD OF ESTIMATES (ended 4/2017)		
<b>On agenda:</b>	6/4/2013	<b>Final action:</b>	6/18/2013		
<b>Enactment date:</b>	6/19/2013	<b>Enactment #:</b>	RES-13-00450		
<b>Title:</b>	Recreate the 0.8 FTE position #74 of "Secretary 1 - Confidential" (CG17-10), currently vacant, as a 1.0 FTE position of "Administrative Clerk 1 - Confidential" (CG17-09) in the Department of Civil Rights budget and, if filled, reallocate the incumbent.				
<b>Sponsors:</b>	Paul R. Soglin				
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. BOE Memo DCR Admin Clerk.pdf, 2. DCR AAD Admin Clerk PD.pdf				

Date	Ver.	Action By	Action	Result
6/18/2013	1	COMMON COUNCIL	Adopt	Pass
6/10/2013	1	BOARD OF ESTIMATES (ended 4/2017)	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
6/4/2013	1	COMMON COUNCIL	Refer	Pass
5/21/2013	1	Human Resources Department	Referred for Introduction	

### Fiscal Note

The currently authorized position of a 0.8 FTE Secretary 1 in the DCR adopted 2013 operating budget is budgeted at \$40,887, based on the recently retired incumbent's steps and longevity. A full-time, 1.0 FTE Administrative Clerk 1, budgeted at CG-RG 17-09, as proposed, would realize a full, annualized salary of \$38,781 at Step 1 of the pay scale. If a current City employee is hired for the position, the salary may be higher if the employee has earned longevity credits or is placed at a higher step along the authorized pay scale. It is anticipated that the impact on the 2013 DCR budget is either a small salary savings or a small salary expenditure increase that would be absorbed within the existing DCR adopted operating budget. Future annual budgets will likely require a small levy increase to fund the position, subject to Common Council approval.

### Title

Recreate the 0.8 FTE position #74 of "Secretary 1 - Confidential" (CG17-10), currently vacant, as a 1.0 FTE position of "Administrative Clerk 1 - Confidential" (CG17-09) in the Department of Civil Rights budget and, if filled, reallocate the incumbent.

### Body

Resolution that 0.8 FTE position #74 of "Secretary 1 - Confidential," currently vacant, in Compensation Group 17, Range 10, in the permanent salary detail of the Department of Civil Rights budget, is deleted and recreated as a 1.0 FTE "Administrative Clerk 1 - Confidential" in Compensation Group 17, Range 09, and, if filled, the incumbent is reallocated, thereof.