

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: May 23, 2008

TO: Personnel Board

FROM: Sherry Severson, Human Resources

SUBJECT: Administrative Clerk 1 – Water Utility

At the request of the Water Utility, I have completed a review of the position (#1879) of Administrative Clerk 1, occupied by D. Meinert in Compensation Group 20, Range 09.

This is an expanded administrative role with responsibility for developing and maintaining standard operating procedures, for the payroll and accounting systems used to track personnel and equipment, as well as serving as a key point of contact for crews and the public for situations arising in the field. The work also involves the independent coordination of many ongoing projects and activities such as agency-wide safety training schedules and programs, accident and incident databases, and the creation and maintenance of MSDS binders for all chemicals used at the Water Utility. These responsibilities necessitate judgment and initiative in the interpretation and application of Water Utility operations and policies.

I recommend placement of this position in the class of Administrative Clerk 2 in Compensation Group 20, Range 11, a class characterized by highly responsible administrative support work involving responsibility for the creation, processing and maintenance of a variety of administrative and financial records and procedures.

Because the incumbent has assumed this higher-level work incrementally, I recommend reallocation of the incumbent to the new level and have prepared the necessary resolution to implement this recommendation.

cc: Larry Nelson,
Mike Dieters, Labor Relations

Editor's Note:

Compensation Group/Range	2007 Annual Minimum (Step 1)	2007 Annual Maximum (Step 5)	2007 Annual Maximum w/Longevity
20/09	\$32,780	\$37,225	\$40,950
20/11	\$34,957	\$39,483	\$43,420