

TO: Finance Committee

FROM: Tameaka Bryant, Human Resources

DATE: July 2, 2019

SUBJECT: Administrative Clerk 1—Finance

Finance Director David Schmiedicke is requesting that a current limited term employment position of Clerk Typist 2 (#4556, CG20, R06) be recreated as an Administrative Clerk 1 (CG20, R09) to work with increase in processing monthly municipal services and tax installment payments. Following my review of the updated position description and talking with Treasury and Revenue Manager Craig Franklin, I recommend recreating the limited term employment position of Clerk Typist 2 as a permanent Administrative Clerk 1 for the reasons outlined in this memo.

The Clerk Typist 2 position was created as a limited term position in 2015 to assist with the processing of municipal services and tax installment payments. When this position was first created, it was intended to be a shared position between the Treasurer’s Office and Assessor’s Office, but because of the work load in the Treasurer’s Office, the position has worked full time in the Treasurer’s Office for at least the past three years. The position was created as a limited term position because the thought was that the Treasurer’s Office would experience a shift to a significant amount of electronic payments. In actuality the Treasurer’s Office has not experienced such a shift. Rather, certain Treasury section employees are working several additional hours per week to keep up with the work. The higher-level position is needed in order to limit overtime and compensation time in the office as well as maintain current Treasury operations. As conceived, the Clerk Typist 2 position is counting the coin and cash that comes in from the Parking Utility, preparing the cash and coin for bank deposits, and sorting and distributing mail. However, the new permanent Administrative Clerk 1 position will coordinate with the current Administrative Clerk 1 in the Office so they both will be able to serve residents and visitors at the front desk, answer questions from the public on property tax payments and other complex calls, perform reconciliations and troubleshoot any errors. These are higher level duties that are not part of the Clerk Typist class specification so have not been able to be assigned to that position. Both Administrative Clerk 1s will take turns counting coin and cash from the Parking Utility.

In looking at the needs of the Finance Department, Mr. Schmiedicke and Mr. Franklin have determined that there needs to be a higher-level position created to provide payment processing, reconciliation, and provide back up to one another, as well as ensure the expected customer service levels in the office. For the reasons outlined in this memo, I recommend recreating the LTE Clerk Typist 2 as a permanent Administrative Clerk 1 position. We have prepared the necessary resolution to implement this recommendation.

Editor’s Note:

Compensation Group/Range	2019 Annual Minimum (Step 1)	2019 Annual Maximum (Step 5)	2019 Annual Maximum +12% longevity
20/06	\$42,351.92	\$46,855.90	\$52,478.61
20/09	\$45,663.02	\$51,341.94	\$57,502.97

cc: David Schmiedicke —Finance Director  
 Craig Franklin—Treasury and Revenue Manager  
 Mike Lipski-Human Resources Services Manager  
 Greg Leifer—Employee and Labor Relations Manager