

TO: Board of Estimates

FROM: Sarah Olson, Human Resources

DATE: May 25, 2016

RE: Word Processing Operator 2 – Planning, Community & Economic Development (PCED) – Office of the Director

The PCED Office of the Director has a vacant Word Processing Operator 2 (CG20, R08) position. Because of the vacancy, Director Natalie Erdman has reviewed the workload and the agency's need and is requesting that the position be recreated as an Administrative Clerk 1 (CG20, Range 09). This is due to the increased Committee work as well as less of an emphasis on word processing work that is now being done by professional staff processing their own work. In addition, by recreating the position as an Administrative Clerk 1, this will allow for more versatility of her staff. Based on the submitted position description, I agree that the position should be recreated at the level of Administrative Clerk 1.

The PCED Office of the Director has two Word Processing Operator 2's (CG20, R08), one Graphics Technician (CG20, R09), one Program Assistant 3 (CG20, R13) and two Administrative Clerk 1s (CG20, R09). The Program Assistant 3 supervises the other administrative positions in this work unit.

This position will provide much of the Committee work that is being done by professional Planning staff. In turn, Planning staff can perform higher levels of work if the administrative duties of the Committee support are assigned to this position. The administrative support for Committee work involves setting agendas and typing minutes in Legistar, preparation of Plan Commission packets and assistance with various other Commissions as needed such as Plan Commission, Economic Development Committee, Community Development Authority, Urban Design Commission and other committees staffed by PCED. Other duties assigned to this position include providing assistance to the Preservation Planner which involves Legistar file creation and management, preparation of various correspondence, communication with the public and Alders related to applications and meeting preparation and attendance to take the minutes at the Landmarks Commission meetings. In addition, this position serves as backup to the receptionist as a first point of contact.

The duties on the updated position description align well with the Administrative Clerk 1 classification and is consistent with the Administrative Clerk 1 within the PCED Office of the Director that was just recreated in August of 2015. The Administrative Clerk 1 similarly provides administrative support to various Commissions and Committees by entering minutes, agenda and files into Legistar and provides direct support to the Madison Arts Commission Coordinator and performs reception work.

According to the class specification for an Administrative Clerk 1, employees in the classification may serve as an agency/department/division payroll clerk, may be the first contact for purchasing, may be responsible for preparing meeting agendas or minutes in the Legistar

system, or may perform other administrative tasks. The proposed duties for this restructured position, especially as it relates to the Legistar work, align well with the Administrative Clerk 1 classification.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
20/08	\$40,802	\$45,677	\$51,159
20/09	\$42,020	\$47,246	\$52,916

cc: Natalie Erdman, Director of PCED
Greg Leifer-Employee & Labor Relations Manager