

TO: Personnel Board

FROM: Michael Lipski, Compensation and Benefits Manager

DATE: October 21, 2010

SUBJECT: Clerk Typist-Planning & Community & Economic Development

The Department of Planning & Community & Economic Development (DPCED) has requested a study of a half-time position (#611, currently occupied by D. Collingwood) of Clerk Typist (CG20, Range 3/6). This position is located in the administrative office of the DPCED and is supervised by Program Assistant 3 Nancy Prusaitis. The DPCED has numerous divisions, including the Planning Division and Building Inspection. This position is partly responsible for serving as a receptionist for these two divisions, but has gradually taken on additional duties and responsibilities in the area of graphics design. During the study, I met with Ms. Prusaitis and the incumbent. Based on my interviews and a review of the duties and responsibilities in the current position description, I recommend reclassifying this position as a Graphics Assistant (CG20-09) and reallocating the incumbent to the new position.

The incumbent was hired into the Clerk Typist position in January, 2008. The job announcement¹ for the position (attached) described "...varied and responsible public customer service work..." but also indicated that the position would perform "...a variety of general clerical functions for the Department, including the Office of the Director, Community and Economic Development Division, Neighborhood Preservation and Inspection Division, and Planning Division." Under the Examples of Duties and Responsibilities, work was described as follows: "Type correspondence, reports, forms, and other materials utilizing word processing and other computer software." As part of this report drafting function, the incumbent demonstrated skill in graphic design, including brochure layout, effective use of photo software, and other design elements. The incumbent continued to have responsibility for serving as receptionist, but as people in the department became aware of her skill in layout and design, more complex reports were brought for touch-up, layout, and finishing. This has expanded to the degree that currently, 60% of the incumbent's time is spent on graphic design work (see attached position description), with the other 40% being receptionist responsibilities.

The City currently has a classification of Graphics Assistant in CG20, Range 9. This classification has responsibility to

Lay out publications using appropriate configuration (booklet, brochure, etc.). Resize and reformat photos. Edit publications. Pre-flight documents for commercial print jobs.

Use graphics programs to rework existing designs and occasionally produce materials such as self-mailers, flyers, brochures, newsletters, reports, and study guides to coordinate with the agency's existing design style. Design and update logos and website as requested.

¹ No position description was created at the time of recruitment.

These duties are similar to what is expected of the position in the DPCED. Based on this, I recommend that the current .5 FTE of Clerk Typist be recreated as a Graphics Assistant and the incumbent be reallocated to the new classification.

We have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

| Compensation Group/Range | 2009 Annual Minimum (Step 1)* | 2009 Annual Maximum (Step 5) | 2009 Annual Maximum +12% longevity |
|--------------------------|-------------------------------|------------------------------|------------------------------------|
| 20/06 | 41,053 | 46,038 | 51,558 |
| 20/09 | 41,288 | 46,213 | 51,766 |

*The 2009 salaries are listed. The salary schedule for 2010 is not approved but salaries will be adjusted to reflect any change at that time. Salaries are listed at full-time rate, but the position is .5 FTE.

cc: Mark Olinger-Director, Planning & Community & Economic Development
Nancy Prusaitis-Program Assistant 3