

TO: Finance Committee

FROM: Julie Trimbell, Human Resources

DATE: March 23, 2022

SUBJECT: Sales Clerk – Monona Terrace Community & Convention Center

The Human Resources Department received a request from Monona Terrace Director Connie Thompson and Gift Shop Manager Lisa Sparks to create a new 0.5 FTE position of Sales Clerk (CG 20, Range 6). This position is necessary to maintain adequate gift shop hours and to attract a sufficient pool of applicants.

Monona Terrace is currently budgeted for one 0.75 FTE Sales Clerk position (#3993), however the position is currently filled at 0.5 FTE by J. Tessmann. The creation of a new position would result from a 0.25 FTE reduction from position #3993 combined with an additional 0.25 FTE to create a new 0.5 FTE Sales Clerk position. This new position would perform the same retail sales and customer service work as the other position. Adding this new position would allow the Gift Shop to expand open hours to align with more events that are being booked, which will provide better customer service and increase sales revenue. It should also help retain staff, as it will provide more substantial hours within the work schedule.

Monona Terrace intends to fund the additional 0.25 FTE increase for the new position through the use of the existing hourly staff budget.

As the Sales Clerk classification already exists in the City’s classification scheme, the creation of this new 0.5 FTE position may be authorized directly by the Finance Committee, according to Mayoral APM 2-4. Therefore, I recommend that position #3993 be recreated as a 0.5 FTE Sales Clerk position and that a new 0.5 FTE position be created as a Sales Clerk in CG 20-6, within the Monona Terrace operating budget.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2022 Annual Minimum at 50% (Step 1)	2022 Annual Maximum at 50% (Step 5)	2022 Annual Maximum at 50% +12% longevity
20/6	\$22,083	\$24,431	\$27,363

cc: Connie Thompson – Monona Terrace Director
 Lisa Sparks – Monona Terrace Gift Shop Manager
 Greg Leifer – Employee and Labor Relations Manager