

TO: Personnel Board  
 FROM: Sherry Severson, Human Resources  
 DATE: August 10, 2011  
 SUBJECT: Administrative Support Clerk 1 & 2

In 2010, at the request of the Comptroller (now Finance Director), I conducted a study of the Administrative Support Team positions (formerly known as the “clerical pool”), which consist of 3 positions of Clerk Typist 2 (CG20, R06 incumbents M. Quieto, J. Wild, C. LeMay) and one position of Central Support Clerk (CG20, R07 incumbent W. Barton). These positions are part of the Comptroller’s Office Administrative Services section and are responsible for highly varied administrative support work performed in diverse City agencies. The work is characterized by the need for a considerable breadth of knowledge of City clerical and administrative activities and services allowing for ad hoc assignment to agencies needing temporary or seasonal assistance.

As a result of the study, a new classification series was created and re-titled Administrative Support Clerk 1 & 2 (CG20-06 & 09) to better reflect the uniqueness of these positions within our classification structure. Benchmarks were established for advancement in the series. Two of the employees (W. Barton & M. Quito), having already demonstrated a greater depth and competence of diverse departmental policies, procedures, and functions were reallocated at that time to the higher level. As incumbents at the lower level acquire the necessary skills to demonstrate a broader depth of knowledge, skills and abilities, it was determined that the position(s) should be submitted for further study.

Incumbent (C. LeMay CG20, R06), has now demonstrated a greater depth and competence of diverse departmental policies, procedures, and functions and can be assigned to work in most agencies as she is fully trained to perform the work necessary. Most recently she has been assigned to the work of the Clerk’s office during election and license renewal periods, and has demonstrated the ability to independently trouble shoot and problem solve issues associated with those functions. This experience has allowed her to meet the benchmarks outlined in the progression to the higher level. Based on this, I propose reallocating her to the higher level.

The necessary resolutions have been prepared to implement this recommendation.

cc: David Schmiedicke, Finance Director  
 Kay Bentley, Administrative Services Supervisor  
 Greg Leifer, Labor Relations

Position Title	Compensation Group/Range	2011 Annual Minimum (Step 1)	2011 Annual Maximum (Step 5)	2011 with 12% Longevity
Administrative Support Clerk 1	20/06	\$35,028	\$38,753	\$43,394
Administrative Support Clerk 2	20/09	\$37,766	\$42,463	\$47,554