

TO: Finance Committee

FROM: Emaan Abdel-Halim, Human Resources

DATE: 18 December 2017

SUBJECT: Clerk Typist 2 – Parks Division

At the request of Parks Superintendent, Eric Knepp, and Parks Assistant Superintendent, Kay Rutledge, a position study was conducted to recreate the vacant position (#1508) of Clerk Typist 2 in CG20, Range 6 into an Administrative Clerk I in CG 20, Range 9, in the Parks Administration office. For the reasons listed in this memo, I recommend that vacant position #1508 of Clerk Typist 2 be deleted and recreated as an Administrative Clerk I in CG20, Range 9.

The Parks Administrative Office front desk is currently staffed with one (1) Program Assistant I, two (2) Administrative Clerk Is, and one (1) Clerk Typist 2 (the position being studied), along with some hourly staff. The Program Assistant I provides high-level policy support and interpretation as it relates to athletic field reservations. However, the other front desk customer service positions have similar responsibilities to provide information to the public, assist customers in person and on the phone, and communicate facility availability for reservations, amenities, and policies. Additionally, these positions process applications and issue permits, collect fees, and maintain accurate records within the various online reservations programs and databases. The Administrative Clerk positions also provide Legistar support and other meeting preparations as needed by Parks management. The goal of Parks management is to provide this level of customer service with all the front desk positions, leaving the Program Assistant to continue providing higher-level support. Since these positions are performing similar duties, having all three positions classified as Administrative Clerk I would make it easier to cross train staff and provide backup support for each other. The ultimate goal is to provide Parks customers with accurate, consistent and efficient service for shelter and activities reservations, rentals and other areas, such as dog parks, disc golf, cross country ski, and lake access programs. Therefore, the recommendation is to delete one (1) Clerk Typist 2 position #1508 in CG 20, Range 6, within the Parks Division operating budget and recreate the position as an Administrative Clerk I to provide this consistent support.

The necessary resolutions to implement this recommendation has been drafted.

Editor’s Note:

Classification Title	Compensation Group/Range	2018 Annual Minimum (Step 1)	2018 Annual Maximum (Step 5)	2018 Annual Maximum (+12% longevity)
Clerk Typist 2	20/06	\$41,018	\$45,380	\$50,826
Admin Clerk I	20/09	\$44,225	\$49,725	\$55,692

cc: Eric Knepp – Superintendent, Parks
 Kay Rutledge – Assistant Superintendent, Parks
 Greg Leifer – Employee and Labor Relations Manager
 Mike Lipski – HR Services Manager