

TO: Board of Estimates

FROM: Emaan Abdel-Halim, Human Resources

DATE: 10 June 2014

SUBJECT: Clerk Typist 2 – Parks Division

The Parks Division has requested a study of the vacant position of Clerk Typist 2 (#3815; CG20-06) at the Warner Park Community and Recreation Center. Upon reviewing the vacant position and the needs of center, the Interim Parks Superintendent, Eric Knepp, and the Community Services Manager, Dawn Grosdidier request that the vacant position be recreated as an Administrative Clerk I (CG20-09) due to changing customer service needs and facility demands of the Warner Park Community and Recreation Center. I agree with the recommendation for the reasons outlined in this memo.

The Warner Park Community and Recreation Center currently has on staff four permanent full time positions to coordinate and operate the facilities and its extensive activities which occur up to 7 days a week. This current Clerk Typist 2 position being studied is the only full time position at the customer service desk. The current duties of the position make it invaluable for scheduling, monitoring customer service staff, tracking memberships and reserving the facility. Additionally, this position now requires preparation of meeting agendas and minutes in Legistar; oversight, training, and scheduling of customer service clerical staff; and the preparation of statistical reports using the RecTrac software.

A review of the class specification for Clerk Typist 2 (see attached) shows:

...**routine and responsible clerical support** work in processing office records, data and materials based on the needs of the agency. Work may include direct contact with the public.
[emphasis added]

A review of the class specification of Administrative Clerk I (see attached) shows:

... responsible administrative support work in the implementation and coordination of a **specified office function necessitating judgment, discretion, and initiative in the interpretation and application of program policies, procedures and processes.** Work at this level is characterized by **ongoing responsibility for an assigned program support activity.** Employees in this 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. Work is normally performed under the general supervision of a professional or administrative supervisor. Employees may provide **oversight to lower-level clerical employees** as assigned.
[emphasis added]

Given the emerging administrative needs at Warner Parks Community and Recreation Center, the Administrative Clerk I classification allows for higher level responsibilities at the customer service desk. This position will support the work of the facility manager and assistant manager with the scheduling of hourly staff and serving as their trainer; as well as the key role in the

administration of Legistar functions for meeting agendas and minutes. Finally, this position needs to have a high level of reporting skills to research, compile and create reports as needed through the Parks RecTrac software. All of the duties are consistent with the higher level Administrative Clerk I classification; especially the oversight of lower-level staff. In addition, the Parks Division has Administrative Clerks performing similar functions requiring the use of Legistar and RecTrac at its main downtown office. Changing this position at the Warner Park Community and Recreation Center would provide consistency with these other positions.

As the Administrative Clerk I classification already exists in the City’s classification scheme, recreation of the Clerk Typist 2 position within the Parks operating budget may be authorized directly by the Board of Estimates, according to Mayoral APM 2-4. Therefore, I am recommending recreation of a Clerk Typist 2 position to an Administrative Clerk I position within the Parks budget. The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2014 Annual Minimum (Step 1)	2014 Annual Maximum (Step 5)	2014 Annual Maximum +12% longevity
20/06	\$37,274	\$41,238	\$46,176
20/09	\$40,187	\$45,185	\$50,596

cc: Eric Knepp – Interim Parks Superintendent
 Dawn Grosdidier – Parks Community Services Manager
 Jacob Tisue – Warner Parks Facility Manager
 Greg Leifer – Labor Relations Manager