

TO: Personnel Board
FROM: William Wick, Human Resources Analyst
DATE: July 6, 2021
SUBJECT: Administrative Clerk 1 – Parks Division

At the request of Parks Division Superintendent Eric Knepp, I have studied the 1.0 FTE Administrative Clerk 1 position, #3815, in CG20, Range 9, currently filled by Carie Abarca, to determine if the position is properly classified based on the current job responsibilities assigned to the position. Since Carie Abarca was hired, the duties and responsibilities of the position have changed significantly. After reviewing the position description submitted and conducting interviews with Parks Community Services Manager Terrence Thompson (formerly Warner Park Facility Manager) and acting Warner Park Facility Manager Zachary Watson, I recommend the following:

- Delete position #3815 as an Administrative Clerk 1,
- Recreate the position as a Program Assistant 1 in CG20, Range 11, and
- Reallocate the employee, Carie Abarca, to the new position.

Carie Abarca was originally hired into position #3815 as an Administrative Clerk 1 in August 2014. Since February 2015, Carie has taken on additional leadership roles at the Warner Parks Community Recreation Center (WPCRC), including organizing two large-scale annual special events as well as supporting monthly teen and family events. Changes in responsibilities include year-round special event coordination, communications with vendors and the public, vendor payments, marketing, event setup and breakdown, training other staff, purchasing supplies, and coordinating vending opportunities for volunteers and community partners. Additionally, Carie has taken on oversight of the Silver & Fit and Active & Fit membership programs which provide eligible members access to the WPCRC exercise room at no cost.

A review of the classification specification for Administrative Clerk 1 identifies the work as:

...responsible administrative support work in the implementation and coordination of a variety of office functions necessitating judgment, discretion, and initiative in the interpretation and application of policies, procedures and processes. ... 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]

The classification specification for Program Assistant 1 identifies the work as:

...responsible programmatic support work in a City department, division or other independent program unit. Employees in this class **support a particular program or programs by performing or coordinating specialized program functions, interpreting and applying programmatic policies and procedures**, and performing administrative tasks in support of the program. **The work requires exercising considerable judgment and discretion in the interpretation and application of policies.** Employees in this class work under the general supervision of the department, division, or program head and may provide direction to limited numbers of permanent and/or non-permanent staff. **Work is distinguished from** an Administrative Clerk in that **Administrative**

Clerks perform a wide range of administrative tasks whereas a **Program Assistant is responsible for coordinating program functions** and related administrative tasks **in support of a program and which require more in-depth knowledge of program operations** in order to carry out such tasks. [emphasis added]

The main change of Carie Abarca's work is increased time focused on special event coordination, including planning, organizing, and directing WPCRC special events such as the Spring Fest and Holiday Fest art and craft shows, Family Fun Nights. Carie has worked to create new revenue-generating special events that attract and engage diverse interests; including coordinating event resources such as vendor payments, entertainment, food and beverage service, staffing needs and training, and other logistics. Carie also oversees the public communication and event marketing; and coordinates volunteer opportunities for community partners and volunteers. Carie provides leadership and direction to 4-6 front desk staff and approximately 15 volunteers. The nature and frequency of this work rises to the level of special programmatic support and beyond the expectations of administrative support for office functions.

Based on the analysis detailed in this memo, I recommend that Administrative Clerk 1 position #3815 in CG20, Range 9 be recreated as a Program Assistant 1 in CG20, Range 11 and that the employee be reallocated to the new position.

The necessary resolution has been prepared to implement this recommendation.

Editor's Note:

Effective Date: May 1, 2022

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum + 12% Longevity
20/11	\$50,770.98	\$56,830.02	\$63,649.56
20/09	\$47,856.64	\$53,808.56	\$60,265.66

Cc: Eric Knepp - Parks Superintendent
Erin Hillson - Labor and Relations Manager
Gregg Gotzion, AFSCME Local 6000