

TO: Board of Estimates
FROM: Julie Trimbell, Human Resources
DATE: March 11, 2015
SUBJECT: Clerk Typist 1 – Fire Department

Fire Chief Steven Davis is requesting the addition of a 1.0 FTE position to perform clerical duties in support of the growing needs of the Madison Fire Department. Upon reviewing the submitted position description, I recommend the position be created as a Clerk Typist 1 (CG20-03) due to the nature of the work described.

Over recent years, the Fire Department has increased in terms of commissioned personnel, fire stations, committees, and the creation/modification of new programs to serve the City's growing population. This growth has resulted in increased workload and demand on clerical support. The responsibilities of this new position will include responding to in-person and telephonic inquiries, data entry, faxing, scanning, filing and archiving, maintaining office equipment, preparing forms/correspondence, processing internal/external mail, and special projects as needed. These responsibilities are in line with those of the Clerk Typist 1 classification.

The Fire Department intends to fund the new position through salary savings due to retirements and creative staffing.

As the Clerk Typist 1 classification already exists in the City's classification scheme, creation of a Clerk Typist 1 position within the Fire Department operating budget may be authorized directly by the Board of Estimates, according to Mayoral APM 2-4. Therefore, I am recommending creation of a 1.0 FTE Clerk Typist 1 position within the Fire Department budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
20/03	\$33,601	\$38,411	\$43,021

cc: Steven Davis – Fire Chief
Michael Popovich – Assistant Chief
Velma Avalos – Administrative Assistant