

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Julia Vazquez

Work Phone: 608-266-4615

2. Class Title (i.e. payroll title):

Clerk Typist 2

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Lorie Olsen, Personnel Services Manager

Work Phone: 608-266-4004

5. Department, Division & Section:

Human Resources Department

6. Work Address:

Room 501, 210 Martin Luther King, Jr. Blvd.

7. Hours/Week: 38.75

Start time: 8:00 am

End time: 4:30 pm

8. Date of hire in this position:

8/3/09

9. From approximately what date has employee performed the work currently assigned:

January 4, 2010

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10. Position Summary:

This is responsible administrative and clerical work within the Human Resources Department in the implementation and coordination of specific office functions necessitating judgment, discretion, and initiative in the application of City policies, procedures and processes. The incumbent will provide support to the employment, classification, and labor relations units, as well as the Human Resources Director. The incumbent will also be responsible for the Library Page program and processing probation/trial period reports.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

45% A. Provide general administrative support staff to the Employment Unit.

1. Administer various examinations to applicants, reading the instructions and timing them for the correct amount of time for that specific examination. Manage a large volume of applicants.

2. Advise the applicant of their exam score. Deal with all types of reaction, including applicants who may become distraught, irate or otherwise upset.
  3. Send out test announcements and test scores. Sort tests by final score. Scan and record scores using specialized computer software.
  4. Schedule and monitor oral panels, including obtaining the appropriate panel members.
  5. Assist in routine employment processes for seasonal, clerical, labor, technical paraprofessional or professional jobs. Fill out certification hiring requests, copy and file applications. Ensure all application materials, tests, scores, etc are all appropriately filed. Verify scores on exams/screening materials.
  6. Process a variety of employment related documents, including criminal record checks and driving abstract checks as assigned.
  7. Prepare and process the probation and trial reports.
  8. Perform data entry on applicant process system and process applications.
  9. Independently close out jobs, complete job control sheets, enter codes, verify correct tag numbers to certification.
- 15% B. Provide support to Compensation, Classification and Benefits, and Labor Relations areas. Serve as backup in preparing materials and information for Personnel Board.
1. Receive incoming requests for classification studies and maintain log files.
  2. Respond to requests regarding the City's classification, compensation and benefits area.
  3. Prepare correspondence and reports, schedule meetings, label files.
  4. Provide backup support to Personnel Board by preparing meeting materials sent to Personnel Board members electronically and/or or mail. Prepare monthly Personnel Board agenda on Legistar. After meeting, enter results on Legistar system including minutes and process accordingly.
  5. Assist in special mailings to City employees such as health insurance enrollment and flex spending enrollment.
  6. Log in grievance and memoranda of understanding and put in electronic files.
  7. Set up, review, audit, purge and maintain Labor Relations Unit files and filing systems.
  8. Maintain monthly books and update hard copy Madison General Ordinances and Administrative Procedures Manuals.
- 20% C. Responsible for Library Page eligibility pool process.
1. Review applications submitted for completeness. Coordinate notification of accommodation needs to Occupational Accommodations Specialist.
  2. Grade exam scores and send letters to applicants notifying them of their status.
  3. Enter scores into Access program.
  4. Respond to questions from applicants regarding status.
  5. Query and extract appropriate candidates for certification.
  6. Notify candidates of their eligibility for interview.
  7. Maintain and monitor database of candidate eligibility.
- 20% D. Provide general administrative assistance to the Human Resources Director and Department as requested.
1. Reception for all of the areas listed above including in-person and over the telephone inquiries.
  2. Copy in response to Public Records Requests.
  3. Copy and file projects as required.
  4. Tabulate and format data as required.
  5. Assemble new employee orientation packets as needed.
  6. Prepare layoff letters.
  7. Process applications as appropriate.
  8. Arrange for meetings, schedule rooms and contact participants.
  9. Take ID photos for City employees and prepare City of Madison ID.
  10. Perform other related tasks as may be required.

12. Primary knowledge, skills and abilities required:

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13. Special tools and equipment required:

14. Required licenses and/or registration:

no

15. Physical requirements:

Ability to lift 20 lbs. Ability to sit at computer work station for long periods of time, and enter a large volume of data. Stand for long periods of time to copy files.

16. Supervision received (level and type):

This position receives direct supervision.

17. Leadership Responsibilities:

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.  
 I have been provided with this description of my assignment by my supervisor.  
 Other comments (see attached).

  
\_\_\_\_\_  
EMPLOYEE

5/13/10  
\_\_\_\_\_  
DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.  
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).  
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).  
 Other comments (see attached).

  
\_\_\_\_\_  
SUPERVISOR

5/13/10  
\_\_\_\_\_  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.