

CITY OF MADISON  
**INTER-DEPARTMENTAL**  
CORRESPONDENCE

DATE: April 20, 2009

TO: Personnel Board

FROM: Michael Lipski, Compensation and Benefits Manager

SUBJECT: Clerk Typist 1-Human Resources

I have been asked to study the clerical positions in the Human Resources Department. Prior to 2009, the Human Resources Department employed a Secretary 1-Confidential and two Clerk Typists to provide support to the Employment, Classification, and Labor units, as well as the Human Resources Director. The Secretary 1 was responsible for supporting the Classification and Labor units and served as the personal secretary to the Human Resources Director. The Secretary 1 position was responsible for tracking position study requests, preparing the Personnel Board agenda and minutes in Legistar, preparing drafts of grievance responses, memoranda of understanding, and bargaining proposals, as well as preparing correspondence on behalf of the Human Resources Director. The Clerk Typist positions are responsible for serving as the receptionist for the Human Resources Department, answering phones and handling walk-in customers. The Clerk Typists also support the employment staff by receiving and filing applications, responding to inquires regarding job vacancies, filling out certification hiring requests, preparing and sending letters to applicants regarding interviews, and other routine clerical tasks.

In January, 2009, the Secretary 1 position became vacant due to the incumbent's retirement. Since that time, the Department has been working with the two Clerk Typist positions filling in and receiving out of class pay for performing some of the higher level work. The Human Resources Director has concluded that the work of the Secretary 1 and the two Clerk Typists should be handled by two positions in the future. However, in order to more efficiently spread out the work, the intent is that the two positions perform essentially the same work, with some of the Secretary 1 duties and responsibilities reassigned to other department staff. Position descriptions have been prepared outlining the work of the positions (see attached). The incumbents of the new positions, in addition to performing the work of the Clerk Typists, will be expected to take a greater role in administering exams for applicants and processing employment related documents such as criminal record checks and driving abstract checks. Both positions will be trained on the City's Legistar system so there can be shared responsibility in preparing Personnel Board agendas and minutes. Both positions will provide support to the Labor Relations unit. However, one position will have added confidential responsibility for labor relations work to make up for the loss of the confidential secretary position. The confidential position will be responsible for drafting grievance responses, disciplinary letters, memoranda of understanding and contract proposals. Finally, both positions will be responsible for providing general support to the Human Resources Department and the HR Director.

After reviewing the position description for the two positions, I recommend that the existing position of Secretary 1 and one existing Clerk Typist position be deleted and recreated as Administrative Clerks 1 upon filling of the Administrative Clerk 1 positions. I recommend that one Administrative Clerk 1 position remain in the bargaining unit, within compensation group 20, and the other Administrative Clerk 1 position, responsible for the confidential labor relations work, be placed in Compensation Group 17.

Both positions will be a range 9.

A Clerk Typist is expected to perform “routine...clerical support work in processing office records, data, and materials...” A Clerk Typist 1 starts at range 3 and is expected to progress to a Clerk Typist 2, range 6, position after 30 months as defined in the Madison General Ordinances. Clerk Typists perform receptionist duties and “proceduralized clerical tasks.” The work described in the proposed position descriptions is at a higher level of responsibility than the “routine clerical support work” anticipated in the Clerk Typist classification.

The Administrative Clerk 1 class specification (see attached) describes “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.” This more accurately describes the work of the proposed positions. The incumbents in the positions will be responsible for supporting the employment, classification, and labor relations processes within the Human Resources Department. The incumbents will be required to know the processes in enough detail so that they can provide accurate information to departments and the public about the processes. In addition, lower-level positions in the City do not perform work in the City’s Legistar system as that is a highly specialized program requiring training and expertise to accurately prepare documents.

Although some of the work of these positions was formerly performed by a Secretary 1 position, a range 10, I do not believe the duties and responsibilities of these two positions require the higher pay range. The Secretary 1 class specification specifically identifies that incumbents report directly to a department/division head. However, the positions being studied will report to a unit head, the Personnel Services Manager. The Secretary 1 class specification also states “Work at this level may involve leadership responsibilities in coordinating the completion of assignments.” This is also not expected of these positions as there are no lower-level positions to provide leadership to. Finally, the Secretary 1 class has responsibility for purchasing office supplies, maintaining routine office budget and financial records, and making travel arrangements for department staff. These higher level tasks are not expected of the positions being studied. Rather, the Secretary 1 responsibility for purchasing office supplies and making travel arrangements for department staff have been shifted to Program Assistants within the HR Department.

As stated above, I believe the two positions in Human Resources should be appropriately classified as Administrative Clerks 1. However, because the change in duties and responsibilities is not a gradual change, I recommend that the two positions be posted and filled competitively.

We have prepared the necessary Resolution to implement these recommendations.

Editor’s Note:

April 24, 2009

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Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% longevity
17/03	29,278	33,944	38,012
20/03	30,573	34,950	39,156
17/06	33,638	37,589	42,094
20/06	34,681	38,369	42,978
17/09	36,548	41,503	46,488
20/09	37,392	42,042	47,086

cc: Brad Wirtz-Human Resources Director