

CITY OF MADISON POSITION DESCRIPTION

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

Vacant

Work Phone: 266-4615

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

Administrative Clerk I (suggested)

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Lorie Olsen, Personnel Services Supervisor

Although oversight and direction will be provided by Managers and staff of other units.

Work Phone: 266-4004

5. Department, Division & Section:

Human Resources Department

6. Work Address:

Room 501 City County Bldg.

7. Hours/Week: 38.75

Start time: 8 a.m. End time: 4:30 p.m.

8. Date of hire in this position:

n/a

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

-
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 of the application of City policies, procedures and processes. The incumbent will provide support to the employment, classification, and labor relations units.

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 people.
2. Advise the applicant of the their exam score. Deal with all types of reaction, including applicants who may become distraught, irate, or otherwise.
3. Send out test announcements and test scores. Sort tests by final score. Administer various examinations to applicants, reading the instructions and timing them for the

~~correct amount of time for that specific examination. Being in charge of a large volume of people.~~

- ~~2. Advising the applicant of the outcome of their exam (some who may become distraught due to failure).~~

~~Send out test announcements and test scores.~~

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 records checks and driving abstract checks as assigned.
- ~~5. Assist in routine employment processes for seasonal, clerical, labor, technical, paraprofessional or professional jobs.~~
- ~~6. Process a variety of employment related documents. Do criminal records checks, 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. Close out jobs, complete job control sheet, enter codes, verify correct tag number to certification.

25% B. Prepare materials and Information for Personnel Board and provide support to Compensation, Classification and Benefit areas.

1. Receive incoming requests for classification studies and maintain log and files
2. Enter the monthly Personnel Board agenda on Legistar
3. Prepare meeting materials to be sent out to Personnel Board members electronically and/or by mail.
4. After the Personnel Board meeting, enter the results of the Personnel Board meeting on the Legistar system including the minutes and process accordingly.
5. Coordinate items to make sure that they are routed to the Comptroller's Office and the Common Council and are appropriately entered on the Legistar.
6. Respond to requests regarding the City's classification, compensation and benefits areas.
7. Prepare correspondence and reports, schedule, label files.
8. Assist in special mailings to City Employees such as health insurance enrollment and flex spending enrollment.

5% C. Prepare materials for the Labor Relations area.

1. Log in grievances and Memoranda of Understandings and put in electronic file (s)
2. Set up, review, audit, purge and maintain Labor Relations Unit files and filing systems.
3. Maintain monthly books and update hard copy Madison General Ordinance and Administrative Procedure Manuals.
4. Prepare ratified contracts for Common Council and Board of Estimates (resolution, report, put contract on Legistar. After adoption, prepare final document and arrange for Union and City signatures, printing and distribution.

25% D. Provide general administrative assistance to the Human Resource Director and Department as requested.

1. Reception for all of the areas listed above including in person and on phone inquiries.
2. Copy in response to Public Records Requests
3. Copy and fil projects as required.
4. Tabulate and format data as required.
5. Assemble new employee orientation packets as needed.
6. Prepare lay-off letters.
7. Process applications as appropriate.
8. Perform other related tasks as may be assigned.
9. Prepare the Department Head Employment Contracts. Record on Legistar.

- Route as appropriate for signatures.
- ~~10. Arrange for meetings, schedule rooms and contact participants.~~
 - ~~11. Take ID photos for City Employees and prepare City of Madison ID. Reception for all of the areas listed above including in-person and on-phone inquiries.~~
 - ~~2. Copying in response to Public Records Requests~~
 - ~~5. Copying and filing projects as required.~~
 - ~~6. Tabulate and format data as required.~~
 - ~~4. Assembly of new employee orientation packets as needed.~~
 - ~~7. Preparation of lay-off letters.~~
 - ~~8. Process applications as appropriate.~~
 - ~~9. Perform other related tasks as may be assigned.~~
 - ~~10. Preparation of the Department Head Employment Contracts. Record on Legistar.~~
 - ~~Route as appropriate for signatures.~~
 - ~~11. Arranging for meetings, scheduling rooms and contacting participants.~~

12. Primary knowledge, skills and abilities required:

13. Special tools and equipment required:

14. Required licenses and/or registration:

no

15. Physical requirements:

ability lift 20 lbs

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

 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

DATE

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