

To: Personnel Board

From: Gail Glasser

Date: April 20, 2011

Subject: R. Campbell Clerk Typist Position, Department of Civil Rights

A Clerk Typist 2 position (CG 20 R 6 [80%]) reporting to the Equal Opportunity Division Manager in the Department of Civil Rights has been studied. The position has been assigned duties formerly part of the Equal Opportunity Commission (EOC) Executive Assistant classification; the position in that class was reallocated to Disability Rights and Program Services Specialist in February following assignment changes and 2011 budget changes. I have reviewed the updated position description and interviewed the supervisor and position incumbent, and recommend recreating the position in the Administrative Clerk 1 classification, CG 20 R 9, and reallocating the incumbent to the new position.

Incumbent R. Campbell's responsibilities for the Equal Opportunities Commission and its committees have included preparing Agendas, Minutes and required materials, making Legistar entries in required formats, checking expected attendance to determine whether a quorum will be present, attending the meetings as staff representative and taking Minutes, and assuring that the meeting is conducted according to City rules and policies. These duties have expanded to include responding to a wide range of questions and requests for reporting made by Commission members. Committees of the Commission include the Executive Committee, EOC Appeals Committee, EOC's Employment Subcommittee and Ad Hoc Committee on Training. As City committees these groups' meetings must be noticed and recorded by the same standards as the Commission. Additional duties include maintaining the City and Federal data bases and coding for cases brought to the Commission and satisfying procedures for closing cases; providing updates to the Division Manager; entering, coding, tracking, closing and reporting on cases fulfilling the EOD's worksharing contract with the EEOC; maintaining the Commission Manual; tracking the operating budget of the Equal Opportunity Division and providing reports in required formats; maintaining an Attorney Referral List; and providing backup staffing support for the front desk and first telephone contacts with the Department of Civil Rights.

Clerk Typist assignments are described as "routine and responsible clerical support work in processing office records, data and materials" to include preparing records, reports and correspondence, processing and distributing mail and other materials, performing receptionist duties, assisting the public by responding to inquiries, and participating in "proceduralized clerical (and related physical) tasks associated with agency services and programs, such as issuing permits and licenses, accepting applications, scheduling appointments, and checking materials in or out." Clerk Typist 2 requirements specify performing "all the duties of a Clerk Typist 1 with a greater degree of knowledge and independence."

Administrative Clerk position responsibilities are identified as "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." Examples include "Provide administrative and clerical support relative to an assigned program area. . . . Prepare meeting agenda materials and enter agenda and

minutes in the City's electronic system (Legistar). Distribute agendas and related materials as required. Take minutes at meetings Provide information and/or clarify program policies and procedures as the designated resource on administrative consideration. . . . Prepare and/or coordinate department payroll and personnel records; compute payroll adjustments as required.”

The study position is distinguished by its independent responsibility for processing Equal Opportunity complaints, identified as 55% of the incumbent's work: Receiving and reviewing complaints for whether they meet department requirements for form and content, maintaining a case tracking data base, serving case notification to parties and issuing correspondence, Determinations, Decisions, Orders and Notices that pertain to each case. An additional 30% of work assignments are duties connected with responsibilities for the Equal Opportunities Commission (monthly meetings) and its Executive Committee, with some duties connected with its Appeals Committee, its Ad Hoc Committee on Training, and the Employment Subcommittee of the EOC (monthly meetings). These duties include those of Legistar file creation and entries for Agenda and Minutes, meeting attendance and Minute-taking, notifications and correspondence with committee members, including assuring that case file and other documents are properly provided to members of commissions and that attendance and cancellation requirements are met. Such independent responsibility for an office function is highlighted in the Administrative Clerk class specification and is not found in the Clerk Typist class specification.

Based on described duties and extensive detail about them and interview with the incumbent and the supervisor, I believe this study position in the Department of Civil Rights should be classified as Administrative Clerk 1. The change in duties and responsibilities has been logical and gradual, though overlapping with the 2011 budget change resulting in a shift of duties away from a reclassified position, and I recommend that the incumbent in the study position be reallocated to the new position.

Comp Group/ Range	2011 Annual Minimum (Step 1)	2011 Annual Maximum (Step 5)	2011 Annual Maximum + 12%
Clerk Typist 1 20/03	\$30,879	\$35,299	\$39,546
Clerk Typist 2 20/06	\$35,028	\$38,753	\$43,394
Administrative Clerk 20/09	\$37,766	\$42,463	\$47,554

cc: Lucia Nuñez, Civil Rights Director
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