

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: August 9, 2011

SUBJECT: Administrative Clerk 2-Police

The Police Department has a vacant Administrative Clerk 2 position, #2589. When the cert was submitted with accompanying position description, I reviewed the duties and responsibilities assigned to the position. After reviewing the position description (attached), I recommend retitling the position to Program Assistant 1. Both positions are in Compensation Group 20, Range 11. However, the Program Assistant 1 classification (see attached class spec) describes specific responsibility for “programmatically recordkeeping and reporting,” and “performance and/or coordination of specialized program functions,” among other functions. The Program Assistant 1 class specification also provides a broad listing of the examples of duties and responsibilities associated with positions in this classification. The Administrative Clerk 2 classification (see attached), on the other hand, states that work “typically involves the supervision of clerical employees and functions,” and the examples of duties and responsibilities overlap significantly with those listed in the Program Assistant 1.

Overall, I believe the class specification for Program Assistant 1 provides a better description of clerical/administrative responsibilities at the 20-11 (and 17-11) level and that as Administrative Clerk 2 positions become vacant, they should all be retitled to Program Assistant 1 until the Administrative Clerk 2 classification is obsolete. There is no automatic progression outlined in the Administrative Clerk class specifications so no employees would be directly affected by this change. Positions with supervisory responsibility will be evaluated within the context of the Program Assistant series and classified appropriately based on those specific duties and responsibilities, likely starting at the Program Assistant 2 level (17-12).

The position within the Police Department does not have supervisory responsibility and remains appropriately placed in CG20 Range 11. In addition, the duties and responsibilities, especially as they relate to maintaining the Uniform system and overall purchasing in the Department relate to the programmatic aspect of the position and make it appropriate to be placed in the Program Assistant 1 classification. We have prepared the necessary Resolution to implement this recommendation. We have prepared the necessary Resolution to implement this recommendation

Editor’s Note:

Compensation Group/Range	2011 Annual Minimum (Step 1)	2011 Annual Maximum (Step 5)	2011 Annual Maximum +12% longevity
20/11	\$40,066	\$44,848	\$50,232

cc: Noble Wray-Police Chief  
 Terri Genin-Police Administrative Services Manager