

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: September 25, 2007

TO: Personnel Board

FROM: Larry Oaks, Human Resources

SUBJECT: **Administrative Clerk 1 - Overture Center**

At the agency's request, I conducted a study of the position (#3972) of Clerk Typist 2, in Compensation Group 20, Range 06 (occupied by T. Lund). Under the general supervision of the Overture Center Administrative Coordinator, this position has incrementally assumed various administrative and clerical responsibilities in the areas of purchasing, the preparation of statistical reports, and various inventory control activities. This work requires some level of administrative expertise in combination with ongoing responsibility for assigned services (necessitating judgment and initiative).

The class of Clerk Typist 2 is distinguished from the higher level class of Administrative Clerk 1 (20/09) in that the latter has ongoing responsibility for assigned administrative/clerical programs (as typified by payroll, purchasing, etc.). Accordingly, I recommend that this position be reclassified to Administrative Clerk 1.

I further recommend that the employee be reallocated to the higher level in recognition of the incremental nature of the change that has occurred (both with respect to this position as well as other positions within the agency).

I have prepared the necessary resolution to implement this recommendation.

LO:13

cc: Nancy Birmingham, Administrative Coordinator

Compensation Group/Range	2007 Annual Minimum (Step 1)	2007 Annual Maximum (Step 5)	2007 Annual Maximum (w/Longevity)
20/06	32,847	36,339	40,690
20/09	35,414	39,818	44,590