

TO: Personnel Board

FROM: Julie Trimbell, Human Resources Analyst

DATE: March 18, 2022

SUBJECT: Administrative Clerk 1 – Monona Terrace Community & Convention Center

The Human Resources Department received a request from Monona Terrace Director Connie Thompson on January 24, 2022 to study the 1.0 FTE position #3297 of Administrative Clerk 1 (CG 20, Range 9), which is currently filled by Sara Carrizal. Upon conducting interviews with Sara, Connie, and Monona Terrace Business Manager Jeff Boyd, and reviewing the updated position description and related class specifications, I recommend recreating position #3297 as an Administrative Assistant in CG 20, Range 14 and reallocating the employee to the new position.

Sara was hired at Monona Terrace in July of 2006 as a Clerk Typist 1 and became a Clerk Typist 2 in 2009. In 2012, the position was reclassified as an Administrative Clerk 1 when she took on responsibility for administrative coordination of the Monona Terrace Board activities, graphic design work, ordering office supplies and processing invoices, following the retirement of a Program Assistant 2.

The responsibilities of this position have evolved even further since 2012, and more significantly since 2020 under the new Director. New responsibilities of this position include:

- Serving an integral role in cross-departmental communications to staff throughout the nine different departments at Monona Terrace, including Monona Catering. The position is responsible for creating and sharing announcements and newsletters, sharing new policies/procedures, and planning and coordinating all staff days. Sara is the go-to person for staff whenever there are questions.
- Preparing and coordinating work related to certification in sustainability and health and safety efforts, and managing guest and employee survey processing, the Community Outreach Program and the Innovation Program.
- Responsibility for managing several budget accounts related to office supplies, postage, software/hardware, subscriptions and memberships. This includes purchasing, P-card reconciliation, invoicing, monitoring spending, determining spending projections, and providing budget input.
- Supervising two Special Workers by managing work schedules and timesheets, assigning work, ensuring both have the necessary equipment/supplies to complete their work, and coordinating/communicating with their caretakers.
- Fulfilling several other roles, including the primary contact for the Monona Terrace Board, liaison to the IT Department, EAP representative, and Records Custodian. Sara seeks out applicable training and coordinates presentations.
- Additional responsibilities include data collection, preparing various reports, creating PowerPoint presentations, graphics and spreadsheets, completing applications, responding to complaints, creating and presenting training to staff, and producing staff newsletters.

The Administrative Clerk 1 class spec describes:

...responsible **administrative support work in the implementation and coordination of a variety of office functions** necessitating judgment, discretion, and initiative in the interpretation and application of policies, procedures and processes. Employees in this classification may serve as an agency/department/division payroll clerk, may be the first contact for purchasing, may be responsible for preparing meeting agendas or minutes in the Legistar system, or may perform other administrative tasks. Work is normally performed **under the general supervision of a professional or administrative supervisor**. Employees may provide oversight to lower-level clerical employees as assigned. [emphasis added]

Whereas the Administrative Assistant class spec describes:

...responsible **paraprofessional staff support work relative to the development and implementation of divisional and/or departmental administrative programs and functions**. Work is characterized by responsibility for a wide variety of administrative services (such as the development and implementation of budgetary documentation and fiscal controls, personnel, purchasing, payroll, and the supervision of office clerical activities); and/or **direct responsibility for a comprehensive administrative program** requiring the development and integration of diverse and complex operational data inherent to unit operations. This work is performed with a **high degree of independence and discretion**. **Under the general supervision of a department or division head**, work is normally assigned in terms of program objectives and directives; and employees are responsible for establishing the necessary administrative procedures, methods and controls. [emphasis added]

This position has taken on additional work over the years and now has a higher level of responsibility managing programs and coordinating communications among various entities. The position is functioning in an office manager role ensuring Monona Terrace operates more efficiently and effectively. Due to these changes, I recommend recreating position #3297 as an Administrative Assistant in CG 20, Range 14 and reallocating the employee to the new position, all within the Monona Terrace operating budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Effective Date: 2/6/2022

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum +12% longevity
20/9	\$47,618	\$53,540	\$59,965
20/14	\$55,043	\$61,053	\$68,380

cc: Connie Thompson – Monona Terrace Director
Greg Leifer – Employee and Labor Relations Manager
Harper Donahue, IV - HR Director