

TO: Board of Estimates

FROM: Julie Trimbell, Human Resources

DATE: May 16, 2013

SUBJECT: Administrative Clerk 1 – Confidential, 1.0 FTE

Civil Rights Director Lucia Nunez is requesting the recreation of a 0.8 FTE Secretary 1 – Confidential position, #74, (CG17-10) currently vacant, to a 1.0 FTE Administrative Clerk 1 – Confidential position (CG17-09). The new position will be responsible for providing administrative support within the Department of Civil Rights serving as primary support to the Affirmative Action Division (AAD) and back-up support to the Equal Opportunities Division (EOD). Upon reviewing the submitted position description (PD), including the type and level of responsibilities to be performed, I recommend the 0.8 FTE Secretary 1 position be recreated as a 1.0 FTE Administrative Clerk 1 (CG17-09) and that if filled, the incumbent be reallocated to the recreated position.

Due to multiple administrative vacancies within the Department of Civil Rights, Ms. Nunez has evaluated the needs of the Department and determined a need for two full-time positions at the Administrative Clerk 1 level, one to provide support to the AAD, and one to provide support to the EOD. The two positions will be able to provide sufficient administrative support to their specific divisions and the flexibility of back-up coverage to one another. While the previous position was a Secretary 1, the nature of the work being assigned is consistent with the Administrative Clerk classification (see attached PD). Although adjusting the FTE will increase the weekly work hours by seven, the salary increase will be offset slightly as the comp group and range will be reduced from 17/10 to 17/09.

As the Administrative Clerk 1 – Confidential classification already exists in the City’s classification scheme, recreation of the Secretary 1 position to an Administrative Clerk 1 position within the Department of Civil Rights operating budget may be authorized directly by the Board of Estimates, according to Mayoral APM 2-4. Therefore, I am recommending recreation of a 0.8 FTE Secretary 1 – Confidential position, #74, to a 1.0 FTE Administrative Clerk 1 – Confidential position within the Department of Civil Rights budget and, if filled, reallocation of the incumbent. The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2013 Annual Minimum (Step 1)	2013 Annual Maximum (Step 5)	2013 Annual Maximum +12% longevity
17/10	\$39,886	\$45,373	\$50,830
17/09	\$38,781	\$44,039	\$49,322

cc: Lucia Nunez – Civil Rights Director