

TO: Board of Estimates

FROM: Mike Lipski
Compensation and Benefits Manager

DATE: August 12, 2011

RE: Clerk's Office Coordinator

The Clerk's Office Coordinator position in the City Clerk's Office is currently vacant. This management position (CG18-06) has responsibility to "oversees, coordinates, and participates in the implementation of the administrative processes and recordkeeping associated with the Common Council; implements City election processes; provides leadership in the administration of most City licensing processes; and performs related work consistent with the role of the Clerk's Office." However, the position has been vacant on and off for various reasons for three of the past five years. Approximately 2 years ago, a new series for the other employees in the office, the Municipal Clerk series, was created, which increased the knowledge and expertise of the employees in the operations of the Clerk's Office. During the absence/vacancy of the Clerk's Office Coordinator position, the duties of the position have been carried out by the City Clerk (supervision of staff, statistical analysis) and employees in the more specialized series (purchasing, lobbyist registrations, printing poll books) such that the City Clerk has determined that the Clerk's Office Coordinator position is not necessary. Rather the functions could be absorbed by creation of another represented Certified Municipal Clerk position (CG20-11), to be underfilled as a Municipal Clerk 1 (CG20-09), consistent with the Municipal Clerk series. The new Municipal Clerk 1 will be able to absorb increased workload in the area of health license applications for other municipalities and other workload demands created by implementation of new licensing software. The management responsibilities carried out by the position will be taken on by the City Clerk. Based on this, I find it appropriate to create a new position of Certified Municipal Clerk in the City Clerk's Office budget to be underfilled as a Municipal Clerk 1, and funded by deletion of the Clerk's Office Coordinator position.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2011 Annual Minimum (Step 1)	2011 Annual Maximum (Step 5)	2011 Annual Maximum +12% longevity
20/09	37,766	42,463	47,554
20/10	38,753	43,655	48,906
20/11	40,066	44,848	50,232

cc: Maribeth Witzel-Behl—City Clerk