

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: October 12, 2009

SUBJECT: Creation of Municipal Clerk series

The City Clerk's office is responsible for overseeing all elections conducted for City of Madison voters, licensing for city residents, records management, and compliance with Open Meeting and Open Records Laws. At the request of the City Clerk, Maribeth Witzel-Behl, I have studied the administrative positions within the Clerk's Office. As a result of this study, I conclude that creation of a new administrative series within the Clerk's Office is appropriate and necessary to reflect the specialized nature of the work. This series starts with a Municipal Clerk 1, CG 20, Range 09, includes progression to a Municipal Clerk 2, Range 10, and results in the potential for all employees to attain positions as a Certified Municipal Clerk, Range 11. I also recommend reallocation of current employees to the new series at the level which appropriately reflects their level of experience.

The Clerk's Office is currently staffed by 7 employees. The City Clerk oversees and manages the office with the assistance of the Clerk's Office Coordinator (CG18, Range 06). In addition, 5 staff provide administrative support. A Program Assistant 2 (CG20, Range 12) is the designated support representative for the Common Council and also provides expertise with the City's Legistar system. The Legistar system is the system in which all legal actions are recorded, including actions on proposed ordinances and resolutions, as well as preparation of meeting agendas and minutes. An Administrative Clerk 2 (CG20, Range 11, R. Statz) is responsible for processing liquor licenses and making appropriate recommendations to the Alcohol License Review Committee. The liquor license process requires a thorough understanding of applicable State laws regarding the number of licenses a municipality can issue and related criteria, which is why this position is classified as an Administrative Clerk 2. Finally, three Administrative Clerks 1 (CG20, Range 09, E. Berg, D. Schmidt, and J. Tretow-Schmitz) provide support in the areas of licensing, elections, and records management. One position has primary responsibility for auditing campaign finance reports and preparing payroll for election officials, one position has primary responsibility for ensuring accuracy of voter data and overseeing the absentee ballot process, and the third position has primary responsibility for overseeing the records management within the Clerk's Office. The three Administrative Clerks 1 have limited responsibility in the other areas but have clearly defined areas of specialization.

In conversations with Ms. Witzel-Behl, it was decided that efficiencies could be created by having all the employees cross-trained in the different areas so that the areas of specialization are not contained within specific individuals. Rather, all employees should become proficient in the different areas within the office, including elections, records management, common council support, Legistar tracking, Open Meeting/Open Records laws, and licensing, to include liquor licenses. Ms. Witzel-Behl also described a program sponsored by UW-Green Bay, the UW-Green Bay Clerk's Institute, which would be beneficial for all staff to attend. The end result of the program, and additional training, would be the opportunity for all staff in the office to

become Wisconsin Certified Municipal Clerks (WCMC). Ms. Witzel-Behl indicated that this past summer, 2 of her Admin Clerks 1 attended week one of the Institute and upon returning to the office saw a dramatic improvement in performance and a greater understanding of the work in the Clerk's Office.

Using this information, we decided to create a career progression within the Clerk's Office. To accomplish this, it is necessary to create new classifications that will more accurately describe the specialized work within the Clerk's Office. The new classifications are called Municipal Clerk 1, Municipal Clerk 2, and Certified Municipal Clerk (see the attached Class Specification and related position descriptions). The series is designed to promote cross training in all areas of the Clerk's Office so that no one employee is "specialized" on a particular function. Rather, the employees will learn everything so that Ms. Witzel-Behl will eventually be able to assign work equally among all the employees.

The Municipal Clerk 1 is the entry-level position in the series. Employees at this level are introduced to the work of the Clerk's Office. After at least 12 months of service in the Clerk's Office and successful completion of 1 year (week 1) of the UW-Green Bay Clerk's Institute, employees will be moved to the Municipal Clerk 2 level. This is intended to be an automatic progression upon meeting the defined criteria. Employees at the Municipal Clerk 2 level will be given higher-level assignments. For instance, while employees at the 1 level may assist in mailing absentee ballots, employees at the 2 level will be expected to oversee the process. Similarly, employees at the 1 level may assist with election recounts and auditing of campaign finance forms, but employees at the 2 level will be expected to independently perform these duties. Employees at the 2 level will also be trained on higher level work such as the evaluation and auditing of liquor licenses. After at least 5 years of service and attainment of the WCMC designation, employees may be moved to the Certified Municipal Clerk level. Again, movement to this level is anticipated, although the City Clerk retains discretion in determining when this will occur based on the employee successfully mastering all the tasks within the Clerk's Office.

The pay ranges associated with this series are commensurate with the existing pay ranges. The Municipal Clerk 1 starts at a range 9, which is the same as an Administrative Clerk 1, the existing classification for most of the positions in the Clerk's Office. The Certified Municipal Clerk is a range 11, which is the same range as the Administrative Clerk 2 who is performing the work processing and evaluating liquor licenses. The Municipal Clerk 2 is a range 10, falling between the 2 ranges and reflective of the greater experience in learning the work of the office as well as the knowledge attained by attending the first session of the Clerk's Institute.

Currently, the Program Assistant 2 and Administrative Clerk 2 positions will remain in the Clerk's Office. If the incumbent in the Administrative Clerk 2 position attends the Clerks Institute and attains WCMC certification, that person may be reallocated into the new classification. The Program Assistant 2 position will remain classified as a range 12 position at this time. The incumbents in the Administrative Clerk 1 positions will all be reallocated to the Municipal Clerk 1 or 2 classifications as appropriate based on whether they have met the criteria established for the Municipal Clerk 2.

We have prepared the necessary Resolutions to implement this recommendation.

Editor's Note:

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 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
Mike Deiters-Labor Relations Manager