

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: May 27, 2008

TO: Personnel Board

FROM: Gail Glasser, Human Resources

SUBJECT: **Graphics Assistant**

The 2008 Operating Budget for the Overture Center provides for creation of a new position tentatively identified as "Graphics Assistant", no Compensation Group/Range specified, full-time equivalent (FTE) specified as 0.50. This position is needed for managing graphics materials, data bases and archives, typesetting, editing and proofing print and electronic materials, and producing promotional and program-related materials. The work requires specialized knowledge, skills and abilities in graphic design and current computer-based graphic design software in addition to strong organization skills, closely paralleling Account Clerk 2 (20/09) requirements for working knowledge and technical skills and a year of responsible related work experience.

We recommend that the position be so allocated.

The vacant position will be filled competitively. We have prepared the necessary resolution to implement the recommendation.

cc: Nancy Birmingham, Overture Center

Editor's Note:

| Compensation Group/Range | 2007 Annual Minimum (Step 1) (50%) | 2007 Annual Maximum (Step 5) (50%) | 2007 Annual Maximum with Longevity (50%) |
|--------------------------|------------------------------------|------------------------------------|--|
| 20/06 | \$17,796 | \$20,009 | \$22,412 |