

TO: Personnel Board

FROM: Julie Trimbell, Human Resources Analyst

DATE: December 10, 2020

SUBJECT: Administrative Clerk 1 – Building Inspection

At the request of Building Inspection Division Director George Hank, I have studied the 1.0 FTE Information Clerk position, #657, in CG20, Range 7, currently filled by Katie Mooney, to determine if the position is properly classified based on the current job responsibilities assigned to the position. Since Katie was hired, the duties and responsibilities of this position have evolved. After reviewing the submitted position description, reviewing similar positions and conducting numerous interviews with Katie, Administrative Supervisor Gabriela Arteaga, Plan Review and Inspection Supervisor Kyle Bunnow, and Director Hank, I am recommending the following:

- Recreate the current Information Clerk position #657 as an Administrative Clerk 1 in CG20, Range 9.
- Reallocate the incumbent in position #657 to the new position.

Katie was originally hired as an Information Clerk in February 2018. At that time, Katie spent approximately 70% of her time answering the phone for the Building Inspection Division. Katie provided information, routed calls, performed data entry, processed mail and payments, scanned and filed, scheduled inspections, processed permits, and supported and served as back-up at the Permit Counter. In May of 2019, as the workload in the Plan Review and Inspection section increased, Katie began spending more time at the Permit Counter to allow Plan Review staff more time to focus on the technical plan review process rather than administrative responsibilities. Katie became more knowledgeable in plan review and was able to process more routine technical and administrative work, which includes:

- Providing assistance and guidance on the application process, submittal requirements, related codes, and the appeal process;
- Intaking plans, processing and issuing routine permits, and processing payments;
- Monitoring the plan submission email inbox;
- Maintaining the Permit Counter appointment schedule;
- Logging and storing approved plans in Accela and hardcopy as needed.

In addition to this work, this position will be responsible for providing staff support to the Board of Building Code, Fire Code, Conveyance Code and Licensing Appeals, which includes preparing agendas and paperwork, attending meetings and taking minutes. This work is currently being handled by an Administrative Clerk, who serves as the payroll clerk for the Building Inspection Division, but will be transferred to this position upon reclassification.

The Administrative Clerk 1 class specification outlines:

...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.

Position #657 is primarily responsible for providing administrative support to the Plan Review and Inspection section, which requires considerable knowledge, judgment and discretion in the interpretation and application of the plan review process and procedures. A comparable position already exists within the Building Inspection Division where Administrative Clerk Nancy Kelso performs similar work for the Zoning section. Nancy is responsible for serving at the Zoning Counter, answering questions, providing staff support to the Zoning Board of Appeals/Building Code Board of Appeals, filing and records maintenance, Accela work, scheduling appointments and maintaining calendars, processing payments and answering the phones for Building Inspection. As this work is very similar to the responsibilities of position #657 and due to the amount of judgment, discretion, and time spent performing them, I feel the appropriate classification for this position is Administrative Clerk 1 (CG20, Range 9). This classification appears to be the most comparable in terms of the level and type of responsibility.

Based on the previously outlined analysis, I recommend that Information Clerk position #657 in CG20, Range 7 be recreated as an Administrative Clerk 1, CG20, Range 9, with the incumbent reallocated to the new position.

The necessary Resolution has been prepared to implement this recommendation.

Editor's Note:

| Compensation Group/Range | 2021 Annual Minimum (Step 1) | 2021 Annual Maximum (Step 5) | 2021 Annual Maximum +12% longevity |
|--------------------------|------------------------------|------------------------------|------------------------------------|
| 20/09 | \$47,147 | \$53,010 | \$59,371 |
| 20/07 | \$44,824 | \$50,020 | \$56,023 |

cc: George Hank – Building Inspection Division Director
Gabriela Arteaga – Administrative Supervisor
Kyle Bunnow – Plan Review and Inspection Supervisor
Greg Leifer – Labor and Employee Relations Manager