

TO: Personnel Board

FROM: Sarah Olson, Human Resources

DATE: 19 February 2014

SUBJECT: Administrative Clerk I- Engineering (K. Stone)

At the request of City Engineer Rob Phillips and Engineering Operations Manager Kathy Cryan, I conducted a position study of an Administrative Clerk I (#1095; CG20-09) currently occupied by Ms. Kelsey Stone in the Engineering Division. Their request for this position to be reclassified as a Program Assistant I (CG20-11) is due to the increased programmatic work in the implementation and coordination of the following program areas: Facilities Services, Sewer Permitting and Prevailing Wage Payroll Submittal Monitoring. Upon reviewing the position description and meeting with Ms. Kathy Cryan and the incumbent, Ms. Stone, I recommend reclassifying Ms. Stone to the level of Program Assistant I (CG20-11) for the reasons outlined in this memo.

The analysis of this position study included a review of the class specification for Administrative Clerk I (see attached) which shows:

... is responsible **administrative support work** in the **implementation and coordination of a specified office function** necessitating judgment, discretion, and initiative in the interpretation and application of program policies, procedures and processes. Work at this level is characterized by **ongoing responsibility for an assigned program support activity**.

The class specification for Program Assistant I (see attached) was reviewed to show:

...responsible **administrative support and advanced-level secretarial and/or programmatic work** in a City department, division or other independent program unit. Employees in this class perform ...such functions as office management; secretarial services to program head and professional staff; **programmatic recordkeeping and reporting; performance and/or coordination of specialized program functions;** and/or direct involvement in budget development and monitoring.

Ms. Stone has worked in the Engineering Division since 2011. When she began she was responsible for the entering and scanning of certified payroll submittals and keeping the Facilities Maintenance Database up to date. In 2012, oversight of the Sewer Deduct Meter Program transferred from the Water Utility to the Engineering Division. Ms. Stone oversees the administrative detail associated with the Sewer Deduct Meter Program. Ms. Stone receives and processes all of the applications and fees. She schedules all of the inspections and installation appointments with applicants. She assists in the collection and analysis of the data and interprets water usage data, (in conjunction with the Operations Manager and Facilities Maintenance Plumber) and recognizes properties that have high volumes of water being deducted to schedule inspections.

In addition to taking on the Sewer Deduct Meter Program, Ms. Stone took on the Sewer Permitting Program in the last couple of years. She's the primary point of contact for any questions, processing of applications, scheduling of inspections and generating permits.

Ms. Stone continues to provide administrative support to prevailing wage payroll submittals on Public Works contracts. The complexity of this program support has increased as she now assists in the finalization process of Public Works contracts through evaluating contract payroll reports, final affidavit packages, obtains missing information from contractors, and notifies accounting to process final payment.

Upon completing the evaluation of Ms. Stone's current job duties, I've found the nature of her responsibilities, especially as related to the Sewer Meter Deduct program and the Prevailing Wage Payroll Submittals; is most in line with the advanced-level programmatic work found in the Program Assistant classification.

Therefore, I am recommending recreation of Ms. Stone's Administrative Clerk I position to a Program Assistant I – Engineering position within the Engineering budget, and reallocating Ms. Stone to the new position. The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2014 Annual Minimum (Step 1)	2014 Annual Maximum (Step 5)	2014 Annual Maximum +12% longevity
20/09	\$40,471	\$45,504	\$50,960
20/11	\$42,935	\$48,060	\$53,820

cc: Rob Phillips – City Engineer  
Kathy Cryan – Engineering Operations Manager  
Greg Leifer – Labor Relations Manager