

TO: Personnel Board
FROM: Michael Lipski, Human Resources
DATE: February 5, 2010
SUBJECT: Administrative Clerk 2, Water Utility

The Water Utility has a recently vacated Administrative Clerk 2 position (#1879). In preparing to fill the position, the Water Utility has requested that HR review the position description and determine whether the position is appropriately classified as an Administrative Clerk 2. After reviewing the attached position description and talking with Water Utility staff, I conclude that the position should be reclassified down to an Administrative Clerk 1, consistent with the duties and responsibilities assigned to the position.

The class specification (see attached) for an Administrative Clerk 2 (CG 20/Range 11) describes

...highly responsible administrative and clerical work which involves responsibility for one or more complete work functions of an office or department. Work typically involves the supervision of clerical employees and functions. Employees work with a high degree of independence in interpreting unit policies and procedures both in on-going work and as a reference source to others. Work also involves considerable latitude and responsibility in developing new work procedures and methods.

However, the class specification (see attached) for an Administrative Clerk 1 (CG 20/Range 09) describes

...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. 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.

The major difference between an Administrative Clerk 1 and 2 is the higher-level position (when not asked to supervise lower-level staff) has responsibility for interpreting unit policies and procedures as a reference source to others and develops new work methods. The Administrative Clerk 1 performs a wide variety of work, but has less responsibility for interpreting policies for others and generally works within established systems.

The position in question is responsible for processing payroll for the Water Utility Operations staff, and this accounts for 45% of the position's time. Serving as a payroll clerk is clearly encompassed in the class specification for an Administrative Clerk 1, and many payroll clerks in the City are in this classification. In addition, the position spends another 35% of the time providing administrative and clerical support to the Operations section. This includes tasks such as creating and maintaining spreadsheets/databases, assisting in the preparation of reports, purchasing office supplies, and ordering equipment, among others. These all are clearly outlined

in the Administrative Clerk 1 class spec as well. Similarly, maintaining databases and scheduling safety training is within the scope of an Administrative Clerk 1. The position does not have ongoing responsibility for interpreting unit policies and procedures and is not asked to develop new work methods.

In reviewing the class specifications for Administrative Clerk 1 and 2, it appears this position is more appropriately classified as an Administrative Clerk 1. The duties and responsibilities assigned to the position closely match the examples listed in the Administrative Clerk 1 class specification and do not rise to the higher level described in the Administrative Clerk 2 class specification.

We have prepared the necessary Resolution 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
20/11	\$40,066	\$44,848	\$50,232

*The 2009 salaries are listed. The salary schedule for 2010 is not approved but salaries will be adjusted to reflect any change at that time.

cc: Tom Heikkinen-Water Utility General Manager
Dan Rodefeld-Water Utility Operations Manager