

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 13 April 2015

SUBJECT: Administrative Clerk I (A. Boutelle) – Engineering

At the request of City Engineer Rob Phillips, and Assistant City Engineer, Mike Dailey; I conducted a position study of a 100% FTE Administrative Clerk I (#1119; CG20-09) in the Engineering Division, currently occupied by Ms. Alane Boutelle. This request for the position to be reclassified is based on the additional work taken on by the incumbent as a result of a retirement in 2013, as well as the extra program responsibilities related to public works contract administration. Based on conversations with the immediate supervisor, Mr. John Fahrney, Principal Engineer – Construction & Inspection, the incumbent and upon reviewing the position description, I recommend reclassifying Ms. Boutelle to a 100% FTE Program Assistant I in CG20-11.

A review of the class specification for Administrative Clerk I (see attached) shows:

... **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.** ... Work is normally performed under the general supervision of a professional or administrative supervisor. ... [emphasis added]

A review of the class specification for Program Assistant I (see attached) shows:

...**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 a **wide variety of administrative, secretarial, and program support functions ... programmatic recordkeeping and reporting; performance and/or coordination of specialized program functions;** and/or direct involvement in budget development and monitoring. The work requires **exercising considerable judgment and discretion in the interpretation and application of policies and the development of operating systems and procedures.** ... [emphasis added]

Ms. Boutelle began working for the City in March 2013 as an Administrative Clerk I in the Engineering Division. Her initial role was primarily public works contract administration by communicating and assisting contractors with the Best Value Contracting (BVC) process. She would ensure that all the contractors' required documents adhered to the required City ordinances. In this process, Ms. Boutelle may work with upward of 100 contracts annually to ensure all the documentation meets City requirements. Her responsibilities increased when shortly after she started, an Administrative Assistant retired in May 2013. In addition, the Engineering Division moved from a paper bid process to an electronic online bidding process; and the Administrative Clerk 2 who was training her was transferred to a different work site. The Administrative Clerk 2 was responsible for the bid opening process and the transition to the electronic bidding system; which was then transferred to Ms. Boutelle.

As a result of all these changes, Ms. Boutelle met these challenges by playing a key role in the transition to the new electronic bidding system. She helped communicate the needs of the City and

the contractors to ensure all required components transferred seamlessly. She also used this opportunity to create new work flows as she absorbed some of the higher level Administrative Assistant responsibilities such as creating the bid opening tabs, setting up partial payment forms, and processing substantial completion and warranty letters.

The classification specification states the work of a Program Assistant I is advanced level programmatic work with a wide variety of administrative and program support functions. These positions also require considerable judgment in interpreting and applying the policies of the program and development of process and procedures. Since Ms. Boutelle began working for the Engineering Division, she has functioned at a high level of independence and created seamless work flows for the public works contract administration process. Her work is completed with a high level of discretion; analysis and decision making; all of which warrant that Ms. Boutelle's position should be reclassified as a Program Assistant I. In addition, much of Ms. Boutelle's work, especially as it relates to the electronic bidding system and bid openings, was previously performed by an Administrative Clerk 2, at the same range as a Program Assistant I. Finally, although Ms. Boutelle has taken on work from the Administrative Assistant, which is in Range 14, the work she has received is not the work that made that position a higher range; those duties were absorbed by an Accountant 2. Rather, the work as described herein is consistent with a Program Assistant I, in Range 11.

Therefore, I am recommending reclassification of the Administrative Clerk I position to a Program Assistant I position within the Engineering budget, and reallocating the incumbent, Ms. Alane Boutelle, to the new position. The necessary resolution to implement these recommendations has been drafted.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
20/09	\$41,096	\$46,206	\$51,751
20/11	\$43,598	\$48,802	\$54,658

- cc: Rob Phillips – City Engineer  
 Mike Dailey – Assistant City Engineer  
 John Fahrney – Principle Engineer, Construction & Inspection  
 Greg Leifer—Employee and Labor Relations Manager  
 Alane Boutelle – Incumbent