

TO: Finance Committee

FROM: Mike Lipski, Human Resources

DATE: May 7, 2018

SUBJECT: HR Analyst and Administrative Clerk—HR

At the beginning of January, 2018, after 34 years of City employment, the HR Administrative Assistant (CG17, R14, Position #868), David Pilsner, retired. This provided HR Director Harper Donahue an opportunity to review HR staffing, gaps, and efficiencies. As a result of this retirement, Mr. Donahue is requesting the recreation of the Administrative Assistant position as a professional HR Analyst 2 (CG18, R08) with responsibility for data tracking and management. In addition, because of the significant reduction in permanent administrative positions within the HR Department over the last 10 years, Mr. Donahue is requesting the creation of a permanent Administrative Clerk 1 (CG17, R09) to provide administrative support to the agency. After reviewing the proposed position descriptions, I recommend implementation of Mr. Donahue's request for the reasons outlined in this memo.

Mr. Pilsner, in his role as Administrative Assistant, provided direct support to the HR Director in the areas of budget management and technology support. He served as a liaison to Information Technology regarding computer needs, including setting up the agency's Sharepoint sites. He was also responsible for city-wide position control, which ensured that agency requests to fill positions was supported by budgetary authority. He maintained all position tables within the City's MUNIS Financial software. Mr. Pilsner also provided administrative support in entering new employees into the MUNIS system, maintaining personnel files, entering the agency payroll, purchasing supplies and materials for the department, and providing backup to the administrative staff serving as HR reception. Upon review of this work, Mr. Donahue has concluded that the work is best split up among 2 positions, which could meet several needs of the HR Department going forward.

First, Mr. Donahue is proposing creating an additional HR Analyst 2, which would have primary responsibility for data tracking and analysis. As the City moves to an outcome-based budgeting model, it is important for agencies to understand the data they retain and have ways of reporting on this data. While the HR Department has a number of data points that are collected, we do not do a great job of systematically tracking the data and using data to inform our priorities. This position would be able to expand the data capabilities of the agency, helping determine which data points are important, and helping guide budget priorities. As a result, it makes sense for this position to provide the budget support that Mr. Pilsner's position had previously provided. In addition, this position would take over responsibility for position control. After reviewing the proposed position description (attached), I agree that the position falls within the classification of HR Analyst. Mr. Donahue is looking for a professional who understands the work of HR and also how data can inform that work. Data analytics is a growing area within the HR field and creating this professional position should allow us to find someone who can guide us going forward.

By recreating the Administrative Assistant as a professional, this creates a significant gap in the amount of administrative support that the Department employs. With the elimination of the Administrative Assistant, the HR Department is left with 2 full-time Program Assistants and an hourly Administrative Clerk. One Program Assistant is primarily responsible for supporting the Employee Development and Organizational Effectiveness unit, scheduling training, coordinating trainers and room assignments, working with employees to find effective trainings for career development, and other administrative tasks. The other Program Assistant is responsible for intake and processing of the City’s Family and Medical Leave requests, as well as overseeing the City’s drug testing program, in conjunction with the Employee and Labor Relations Manager. As a result, neither position is able to provide significant support in the area of reception at our front desk. This has fallen upon an hourly Administrative Clerk position, which originally was only supposed to work half-time. Now, the loss of the Administrative Assistant and the responsibilities performed by that position has caused managers to take on a number of those duties, an inefficient use of City resources. Because of this, Mr. Donahue is requesting creation of a permanent Administrative Clerk to provide primary reception support for the agency, as well as processing payroll, serving as the agency’s Legistar point of contact, purchasing and maintaining office supplies, entering new employees into MUNIS, and other administrative tasks. After reviewing the PD, I find that the wide range of administrative support responsibilities are consistent with the level of an Administrative Clerk and I recommending creating a new 1.0 FTE Administrative Clerk (CG17, R09) within the HR budget. As this position will have access to confidential information as it relates to employee personnel files and discipline, and grievances, it is appropriate to put this position in CG17, similar to the Administrative Assistant.

We have prepared the necessary resolution to implement this recommendation.

Editor’s Note:

Compensation Group/Range	2018 Annual Minimum (Step 1)	2018 Annual Maximum (Step 5)	2018 Annual Maximum +12% longevity
17/09	\$43,682	\$49,604	\$55,556
17/14	\$51,106	\$57,225	\$64,092
18/08	\$61,900	\$73,455	\$82,268

cc: Harper Donahue—HR Director  
 Greg Leifer—Employee and Labor Relations Manager