

TO: Board of Estimates

FROM: Julie Trimbell, Human Resources

DATE: April 3, 2013

SUBJECT: Program Assistant 1 – 60%

Information Technology Director Paul Kronberger is requesting the recreation of a 0.5 FTE Assistant Programming Coordinator position, #760, (CG20-10) currently occupied by Ms. Tanya Anderson to a 0.6 FTE Program Assistant 1 position (CG20-11) to mainly perform purchasing related functions, payroll processing, and training and program coordination for the Information Technology Department. Upon reviewing the submitted position description, I recommend the Assistant Programming Coordinator position be recreated as a Program Assistant 1 (CG20-11) due to the type and level of responsibilities to be performed. The City and Union are working to facilitate Ms. Anderson's placement into the new position

Mr. Kronberger has evaluated the needs of the Information Technology Department and determined changes in technology, specifically the internet, have eliminated the need for the community bulletin board, a significant function, approximately 70%, of the Assistant Programming Coordinator position. Since Information Technology currently has only one administrative position, an Administrative Assistant who is also responsible for City-wide Records Management, to fulfill the administrative duties for the entire department, there is a need for additional general administrative support. Administrative responsibilities have increased with respect to records management, open records requests, contracts, RFP and bid preparation, report writing and committee support. In order to meet requirements and be efficient, an additional administrative position is necessary.

The Program Assistant 1 position will perform purchasing related functions including order processing, tracking, invoice processing, P-Card reconciliations and inter-agency authorizations. The incumbent will also be the primary payroll processor and liaison with Central Payroll, coordinate training and related travel needs, administer equipment loaner program and electronics recycling (e-cycling), and assist in budget tracking and preparation. The responsibility for e-cycling and the budget work is consistent with the class of Program Assistant 1. The FTE for the position is also being increased to allow a new hire from a future recruitment to be eligible for WRS benefits under Act 10.

As the Program Assistant 1 classification already exists in the City's classification scheme, recreation of a Program Assistant 1 position within the Information Technology operating budget may be authorized directly by the Board of Estimates, according to Mayoral APM 2-4. Therefore, I am recommending recreation of a 0.5 FTE Assistant Programming Coordinator position, #760, to a 0.6 FTE Program Assistant 1 position within the Information Technology budget. The Union has been advised of this recommendation and supports it. The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2013 Annual Minimum (Step 1)	2013 Annual Maximum (Step 5)	2013 Annual Maximum +12% longevity
20/10	\$40,319	\$45,418	\$50,856
20/11	\$41,685	\$46,660	\$52,260

cc: Paul Kronberger – Information Technology Director  
Brad Clark – City Channel Manager  
Greg Leifer – Employee and Labor Relations Manager