

To: Personnel Board

From: Gail Glasser

Subject: Clerk Typist Position, Human Resources Department

Date: May 13, 2010

We have been asked to study the position of the incumbent in the Clerk Typist classification in the Human Resources Department.

Two Human Resources Department clerical positions were studied in April 2009. A vacant unrepresented Secretary 1 position (CG 17 R 10) and one filled Clerk Typist position (CG 20 R 06) were deleted and recreated as two Administrative Clerk 1 positions, one in the bargaining unit (20/09) and one unrepresented (17/09), to be filled by competitive processes.

The change to the new unrepresented Administrative Clerk 1 position was filled via an internal posting on August 9, 2009. The new represented Administrative Clerk 1 position, requested to be filled (underfilled for budget purposes) at the Clerk Typist 1/2 was filled by a union "bumping" process on August 3, 2009.

Assignments to the new Clerk Typist expanded to all the identified tasks of the Administrative Clerk (other than those identified as specific to unrepresented staff) at the beginning of 2010, when the employee in the Administrative Clerk 1 class in Human Resources was temporarily reassigned to another department. As set out in the 2009 study, the full duties of the two positions are appropriately described by the Administrative Clerk 1 class. By necessity, but intended by the Human Resources Department, the incumbent has performed the work since the reassignment, and except for confidential duties (e.g., drafting grievance responses, disciplinary letters, memoranda of understanding and contract proposals), assignments will continue to be given equally to both employees.

Assignments for both employees will continue to include the higher-level administrative support work identified in the 2009 study. Examples of higher-level duties include responsibility for administering some employment tests, processing employment-related criminal record checks and driving abstract checks, use of the City's Legistar system for preparation of Personnel Board agendas and minutes, and providing wide-ranging support for employment, classification and labor relations processes for the department. Both positions report to the Personnel Services Manager but have responsibilities in all areas of department work.

We therefore recommend reclassification of the current filled Clerk Typist position to the identified Administrative Clerk 1 class and reallocation of the incumbent to the new represented position based on the incumbent taking on the full range of duties and responsibilities of the higher class.

Position	CG/Range	Step 1	Step 5	Step 5 w/12%
Clerk Typist 1	20/03	\$30,879	\$35,299	\$39,546
Clerk Typist 2 (progression)	20/06	\$35,028	\$38,753	\$43,394
Administrative Clerk 1	20/09	\$37,766	\$42,463	\$47,554