

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: March 29, 2010

SUBJECT: Administrative Clerk 2-Assessor's Office

In February, 2010, the Assessor's Office had an Administrative Clerk 2 vacancy. When the cert was submitted with accompanying position description, I reviewed the duties and responsibilities assigned to the position. After reviewing the position description (attached), I recommend retitling the position to Program Assistant 1. (At the time, the position was vacant. However, due to a bump, the position is currently filled but the employee was placed in the position as a Program Assistant 1. This action will formally change the position in the budget.) Both positions are in Compensation Group 20, Range 11. However, the Program Assistant 1 classification (see attached class spec) describes specific responsibility for "programmatically recordkeeping and reporting," and "performance and/or coordination of specialized program functions," among other functions. The Program Assistant 1 class specification also provides a broad listing of the examples of duties and responsibilities associated with positions in this classification. The Administrative Clerk 2 classification (see attached), on the other hand, states that work "typically involves the supervision of clerical employees and functions," and the examples of duties and responsibilities overlap significantly with those listed in the Program Assistant 1.

Overall, I believe the class specification for Program Assistant 1 provides a better description of clerical/administrative responsibilities at the 20-11 (and 17-11) level and that as Administrative Clerk 2 positions become vacant, they should all be retitled to Program Assistant 1 until the Administrative Clerk 2 classification is obsolete. There is no automatic progression outlined in the Administrative Clerk class specifications so no employees would be directly affected by this change. Positions with supervisory responsibility will be evaluated within the context of the Program Assistant series and classified appropriately based on those specific duties and responsibilities, likely starting at the Program Assistant 2 level (17-12).

The position within the Assessor's office does not have supervisory responsibility and remains appropriately placed in CG20 Range 11. In addition, the duties and responsibilities, especially as they relate to maintaining the Personal Property Database and supporting the Board of Assessor's and Board of Review relate to the programmatic aspect of the position and make it appropriate to be placed in the Program Assistant 1 classification. We have prepared the necessary Resolution to implement this recommendation.

Attachments

cc: Mark Hanson-City Assessor
Mike Deiters

Compensation Group/Range	2009 Annual Minimum (Step 1)*	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% longevity
20/11	41,053	46,038	51,558

*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.