

To: Personnel Board

From: Gail Glasser

Date: April 2, 2010

Subject: Clerk Typist 2 position, Purchasing Division

At the request of Randy Whitehead, Accountant 4 in the Comptroller's office, we undertook study of one of the Clerk Typist 2 positions in the department's Purchasing area (CG 20 R6, incumbent S. Rebello).

The position's main areas of responsibility are those related to Purchasing section coordination as the first contact for departments and vendors. In that capacity the employee monitors and coordinates City surplus processes, including managing moves of office furniture and equipment, in accordance with City ordinances. Other related duties include purchasing card (P-Card) administration and training duties, posting of bids and RFPs to the section's web sites, creating blanket contracts and sending them to vendors and the department, cash receipt keying, and processing and documenting purchase orders. Additional responsibilities include ambulance accounting support work, importing ambulance reports for verification for billing and entering insurance information and completing weekly mailings of ambulance bills, preparing monthly rent statement mailings for the Housing section and staffing the front desk position for the department (an Administrative clerk 1 assignment) for lunch and breaks. Some additional backup work for the Housing section is also assigned.

The department seeks to properly classify the position according to currently assigned duties.

Work assigned to the Clerk Typist 2 position has been in place for approximately a year. The surplus process work, overseen by Purchasing in accordance with City Ordinances, includes coordinating work area moves across many departments as new equipment is put in place, with potentially useful items offered first to other City departments, then to individuals in the City, and finally to the public surplus auction site or to the SWAP program. The process requires first evaluating surplus items to determine whether condition and function meet requirements for being included in City surplus processes, arranging for disposal of things determined to have no value, maintaining an inventory of surplus items with pictures on a web site, accepting bids on items, notifying bidders, preparing summaries of operations and maintaining extensive records of the surplus processes and money involved. Additional duties may include coordinating moves of goods to the Fairchild warehouse facility with City staff and vehicles or hiring a moving company for such moves.

The incumbent has established a marketing niche through City email for notifying departments and employees of items available and processes for seeing them and bidding on them. While some of the data entry work may have been consistent with the Clerk Typist 2 class, that class does not provide for the level of process development and independence required for administration of the wide-ranging surplus processes.

The City's changes in its purchasing system to utilize purchasing card (P-Card) purchases have simplified some aspects of processes. Overall purchases for the City are increasing, however, and monitoring of purchases continues to require timely attention. The department is reassigning work in order to fully address review and posting of P-Card transactions and review of Accounts Payable batches. Existing Account Clerk positions' responsibilities include review and posting of P-Card transactions and review and entry of accounts payable batches. More staff time is required for these activities.

The department's work needs for review and posting of specific P-Card transactions and review and entry of accounts payable batches led to recognition of the level of responsibility and skill already assigned to the incumbent, and the increased amount of P-Card activity requires that they be able to assign the higher-level work to this position as well as to the existing Account Clerk positions in the Purchasing area.

The Clerk Typist 2 class calls for working knowledge of general clerical methods and procedures and ability to carry out routine tasks, following at least two and one-half years experience at the Clerk Typist 1 level. The Account Clerk 1 class provides for accounting clerical terminology, practices and procedures while emphasizing elementary bookkeeping and accounting clerical terminology, practices and procedures, all appropriate for the work that has been assigned to the incumbent. The Account Clerk 2 class calls for at least one year of experience comparable to the Account Clerk 1 class with skill in interpretation and application of the booking and accounting knowledge. Based on the assignments for the full scope of surplus processes, cash receipt keying, and p-card record keeping we recommend placement of the position in the Account Clerk 1 class and reallocation of the incumbent to the position in that class, recognizing that additional experience in the new class may result in a request for another study in about a year.

Position Title	Compensation Group/Range	Step 1	Step 5	Step 5 with 12% longevity
Clerk Typist 2	20/06	\$35,028	\$38,753	\$43,394
Account Clerk 1	20/07	\$35,905	\$40,068	\$44,876
Account Clerk 2	20/09	\$37,766	\$42,463	\$47,554

Copies: Randy Whitehead, Accountant 4
S. Rebello