

TO: Board of Estimates

FROM: Sarah Olson, Human Resources

DATE: December 11, 2014

SUBJECT: Administrative Clerk I FTE change – Parking Utility

At the request of David Dryer, City Traffic Engineer & Parking Manager and David Wills, Parking Operations Supervisor and based on the needs of the department, I am recommending an FTE change of the Administrative Clerk I, incumbent Alan Wedel currently in CG 20, Range 9 from .85 FTE to 1.0 FTE based on an increase in job duties. In 2014, there was a new financial system in progress to be implemented in 2015 and has required additional training time, there is an increase in failure to pay tickets, processing employee time off requests and filling in for an Administrative Clerk 2 with daily revenue and scheduling shifts for the Parking Cashiers. Along with the current addition of duties, in the future, the Parking Utility would like Mr. Wedel to take on Parking Citation review process, updating failure to pay citations and training as a backup for the parking revenue processing to help in expediting the delivery of weekly cashier over/short reports on how they are handling their revenue. All of these duties are consistent with the Administrative Clerk I class specification. Because of the additional needs of the department, I recommend an FTE increase from .85 FTE to 1.0 FTE for Mr. Alan Wedel.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
20/09	\$40,790.36	\$45,862.96	\$51,366.51

cc: David Dryer –City Traffic Engineer and Parking Manager  
 David Wills – Parking Operations Supervisor  
 Greg Leifer – Labor Relations Manager