

TO: Board of Estimates

FROM: Emaan Abdel-Halim

DATE: 6 April 2015

RE: Clerk Typist I – Treasurer / Assessor

The City Treasurer, David Gawenda, is requesting the Board of Estimates approval for the creation of a limited term Clerk Typist I position to be shared between the Treasurer’s office and the Assessor’s office. With the recent transition of the Water Utility to a monthly billing cycle, the increased volume of work in the Treasurer’s office would benefit from the addition of an entry level clerical support position. This position’s function would primarily be serving to collect mail from the PO Box and prepare mailed payments for processing. Additional duties will include answering the phones, assisting with corrections and balance batch payments, as well as support office tasks related to parking utility collections. In collaboration with the City Assessor, the City Treasurer would like to designate this new position as a shared position to further assist the Assessor’s office during their busy times (about 30% of the position) with file maintenance and data entry functions, scanning, and basic clerical duties such as general customer service requests both in person and by phone as well as mail distribution. This work is all consistent with the classification of Clerk Typist. The hiring managers within each department believe the respective workloads and busy time will coordinate in a manner to create this position as a 100% FTE. By having an entry level Clerk Typist assisting with basic administrative functions, the departments can maintain their Administrative Clerks’ focus on the higher level tasks such as those related to City’s new accounting and cashiering systems. Additionally, with this position being designated as an LTE, defined as a term of 4 years or less, the departments can determine if this will be an ongoing staffing need or maintain the position as needed until the work flows settle into a manageable routine. Finally, the funding for this position will be billable to the Water and Parking Utilities, saving the Treasurer’s office the significant cost of overtime they’ve experienced; as well as save the Assessor’s office the cost of contracting an outside vendor to complete their document scanning. Because the classification of Clerk Typist I exists in the City’s classification plan, the Board of Estimates is authorized to create this position pursuant to APM 2-4. I recommend creation of a 1.0 FTE limited term position of Clerk Typist 2, to be underfilled as a Clerk Typist I, in the Treasurer’s Office budget, to be shared with the Assessor’s Office.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
20/03	\$33,601	\$38,411	\$43,021

cc: David Gawenda — City Treasurer
 Mark Hanson — City Assessor
 Brad Wirtz — HR Director
 Greg Leifer – Employee and Labor Relations Manager