

TO: Board of Estimates

FROM: Sarah Olson, Human Resources

DATE: August 5, 2015

RE: Clerk Typist 2-PCED-Office of the Director

The Office of the Director of Planning & Community & Economic Development has a vacant Clerk Typist 2 (CG20, R06) position. Because of the vacancy, Director Natalie Erdman has reviewed workload and is requesting that the position be recreated as an Administrative Clerk 1 (CG20, Range 09) to allow for more versatility of her staff. Based on the submitted position description, I agree that the position should be recreated at the level of Administrative Clerk 1.

The Office of the Director of Planning & Community & Economic Development has two Word Processing Operator 2's, one Graphics Technician, one Program Assistant 3, the vacant Clerk Typist and an Administrative Clerk.

The current Administrative Clerk works 50% at the front desk performing reception duties. Due to the increase in assignments from the department, PCED Office of the Director is looking to remove the reception duties and transfer these duties to the vacant position. The vacant position will also be picking up committee work, entering minutes, agendas and files into Legistar. Half of this position will be reception work, with the other half a combination of Legistar support for Planning, Building Inspection, Economic Development and Housing and providing assistance to the Madison Arts Commission Coordinator.

Employees in the Administrative Clerk classification may serve as an agency/department/division payroll clerk, may be the first contact for purchasing, may be responsible for preparing meeting agendas or minutes in the Legistar system, or may perform other administrative tasks. These duties align well with the Administrative Clerk classification.

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
20/06	\$38,116	\$42,169	\$47,230
20/09	\$41,096	\$46,206	\$51,751

cc: Natalie Erdman-Director of Planning, Community & Economic Development
 Greg Leifer-Employee & Labor Relations Manager