

TO: Personnel Board

FROM: Julie Trimbell, Human Resources Analyst

DATE: September 15, 2015

SUBJECT: Administrative Clerk 1 – Civil Rights

Civil Rights Director Lucia Nunez has requested a study of the Administrative Clerk 1 position, #74, in CG17, Range 9, which is currently filled by Ms. Kate McCarthy. Since the time Ms. McCarthy was hired, the duties and responsibilities of her position have changed, placing a greater emphasis on the program support functions related to the City's Affirmative Action (AA) program. After reviewing the submitted position description, conducting interviews with Ms. Nunez, Ms. McCarthy, and her supervisor, Affirmative Action Manager Mr. Norman Davis, and reviewing other classifications within the City, I recommend the following:

- Recreate the current Administrative Clerk 1 position #74 as a Program Assistant 1 in CG17, Range 11.
- Reallocate the incumbent, Kate McCarthy, in position #74 to the new position.

Ms. McCarthy was originally hired as an hourly Clerk Typist 1 in the Department of Civil Rights (DCR) in April of 2013. She obtained permanent employment when she was promoted to a full-time Administrative Clerk 1 position in June of that year. At that time, approximately 35% of the workload was dedicated to providing administrative support to the Affirmative Action program, staff and related commissions, committees and work groups. Since that time, there have been additional duties and responsibilities assigned to this position, which have increased the workload supporting Affirmative Action to approximately 55% and include the following:

- One of the new responsibilities is to ensure that contractors with the City, who have contracts in excess of \$25,000, have filed an Affirmative Action plan with the City. This is an annual process that involves generating a list of all city contractors, who meet the monetary criterion, determining which are required to file a plan, verifying whether a plan is on file, sending letters to those who have not complied, coordinating meetings/hearing as appropriate, and assembling hearing packets. This work had previously been performed by a Contract Compliance Specialist in the Affirmative Action Division. Another responsibility in line with this area is to review payroll and demographic information submitted by contractors regarding their employees to ensure all required data has been reported. Follow up notices are sent when information is missing.
- This position played an integral role in the Public Works Contracting Disparity Study process, which began in April of 2014. Ms. McCarthy was responsible for coordinating the RFP evaluation team, vendor interviews and public meetings. She provided input into the group member selection and, as a group member, on the vendor selection process. She performed analysis of the vendors in terms of cost and hours. Once a vendor was selected, she became the consultant's point of contact and responded to requests for data and other information. She worked with the Information Technology

Department to create a dedicated webpage for the process and ultimately placed the final report on it when it was completed in April of 2015. She was responsible for tracking the entire process and will continue such efforts during the implementation of recommendations.

- This position also began providing administrative support to the Affirmative Action Specialist. Ms. McCarthy performs work supporting the Red Flag process, which identifies opportunities for departments to diversify their workforce during hiring processes. She reviews upcoming hiring processes and identifies if they are within job families where there is underutilization of candidates in certain protected classes. She sends notifications to hiring managers advising them of opportunities to improve. Once referrals are made for interview, she checks the demographics of the candidates and will notify hiring managers when they have an opportunity to increase the workforce in protected classes. She has also created department specific reports of workforce demographics by job family to highlight areas where improvement is needed.
- Another added responsibility has been the coordination of the language assistance program for departments in need of translation and interpretation services. This had previously been coordinated by the Affirmative Action Specialist. In addition to the coordination of services, Ms. McCarthy has begun researching requirements used by other cities in such programs to identify what requirements the City of Madison should institute.

These responsibilities in relation to Affirmative Action are in addition to the others she had been assigned when first promoted. Ms. McCarthy is also responsible for a wide variety of administrative services supporting other units, and the Department of Civil Rights as a whole, to include:

- Maintaining various records and files;
- Budget:
 - monitoring;
 - providing recommendations for cost savings;
 - making salary projections in relation to step and longevity increases;
 - purchasing;
 - payroll;
- Processing personnel actions;
- Compiling various reports;
- Performing research;
- Conducting Munis related training and orientation for department staff;
- Serving as a liaison to various departments.

The Administrative Clerk 1 class specification outlines:

...responsible administrative support work in the implementation and coordination of a specified office function necessitating judgment, discretion, and initiative in the interpretation and application of program policies, procedures and processes. Work at this level is characterized by ongoing responsibility for an assigned program support activity. Employees in this 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. Work is normally performed under the general supervision of a professional or administrative supervisor. Employees may provide oversight to lower-level clerical employees as assigned.

Whereas the Program Assistant 1 class specification outlines:

...responsible programmatic support work in a City department, division or other independent program unit. Employees in this class support a particular program or programs by performing or coordinating specialized program functions, interpreting and applying programmatic policies and procedures, and performing administrative tasks in support of the program. The work requires exercising considerable judgment and discretion in the interpretation and application of policies. Employees in this class work under the general supervision of the department, division, or program head and may provide direction to limited numbers of permanent and/or non-permanent staff. Work is distinguished from an Administrative Clerk in that Administrative Clerks perform a wide range of administrative tasks whereas a Program Assistant is responsible for coordinating program functions and related administrative tasks in support of a program and which require more in-depth knowledge of program operations in order to carry out such tasks.

Because the majority of Ms. McCarthy’s position is now responsible for supporting the Affirmative Action program, as identified above, the classification of Program Assistant 1 is more appropriate for this position. The position is coordinating specialized program functions (i.e., AA plan compliance, Disparity Study and results, etc.) and requires the incumbent to interpret and apply program policies. Due to this, I feel the appropriate classification for this position is Program Assistant 1 (CG 17, Range 11). This classification appears to be the most comparable in terms of the level and type of responsibility.

Based on the previously outlined analysis, I recommend that Administrative Clerk 1 position #74 in CG17, Range 9 should be recreated as a Program Assistant 1, CG 17, Range 11, with the incumbent reallocated to the new position.

The necessary Resolution has been prepared to implement this recommendation.

Editor’s Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
17/11	\$42,756	\$48,292	\$54,087
17/09	\$40,094	\$45,530	\$50,993

cc: Lucia Nunez – Civil Rights Director
 Norman Davis – Affirmative Action Manager
 Kate McCarthy – Administrative Clerk 1