

TO: Board of Estimates

FROM: Susan J. Gafner, HR Analyst

DATE: March 23, 2017

SUBJECT: Administrative Clerk 1-Department of Civil Rights

The Department of Civil Rights currently has a Clerk Typist 2, .90 FTE (CG20, R06; position #3305) vacancy at its front desk/reception. After reviewing the work load and distribution of duties, the Department of Civil Rights has determined that it needs a position that will staff commissions and provide general support to the Affirmative Action (AA) and Equal Opportunities divisions. In addition, because of increased workload, DCR would like to increase the FTE for this position to be full-time. As a result, a new position description has been drafted outlining these duties. Following my review of the updated position description and talking with the Department of Civil Rights Equal Opportunities Division Manager, Byron Bishop, I recommend recreating the vacant Clerk Typist 2 position as a 1.0 FTE Administrative Clerk 1 (CG20, R09) for the reasons outlined in this memo.

The vacant Clerk Typist 2 position is currently being covered by various hourly positions and other permanent staff. The department would like this position to focus on staffing Commissions, creating minutes and agendas in Legistar, data entry, and public relations/community outreach. Reallocating commission work to this position will allow other employees to do more programmatic work. The Department of Civil Rights will then be able to increase their presence in the community and create a more productive workflow throughout the department. The type of work described in the updated position description is generally performed by the classification of Administrative Clerk. A Clerk Typist would not normally prepare agendas and minutes in Legistar and does not normally process payroll.

The Department of Civil Rights plans to fund this recreated position partially from different TID's, as the employee will be doing data entry work for construction projects with funding from TIF. The remainder of the funding is already included in the DCR budget.

As noted above, the updated position description for the vacant position aligns with the classification of Administrative Clerk 1. Based on the above, I recommend recreating vacant position #3305, .90 FTE in CG20, R06 as an Administrative Clerk 1, CG20, R09, 1.0 FTE in the Department of Civil Rights budget. We have prepared the necessary resolution to implement this recommendation.

Editor's note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
20/06	\$39,816	\$44,050	\$49,336
20/09	\$42,929	\$48,267	\$54,060

cc: Norman Davis-Director of Civil Rights
 Byron Bishop-Equal Opportunities Division Manager
 Greg Leifer-Employee and Labor Relations Manager