

TO: Personnel Board

FROM: Sarah Olson, Human Resources

DATE: June 15, 2018

RE: Word Processing Operator 2 – Planning, Community & Economic Development (PCED)
– Office of the Director

At the request of the Planning, Community and Economic Development Division Director Ms. Natalie Erdman, I have studied the 1.0 FTE position of Word Processing Operator 2 (CG20, R08-position #610) currently held by Ms. Julie Cleveland and received on January 30, 2018. This position provides administrative support to the Urban Design Commission and Planning intake. Based on my review of the current position description and the class specifications for Word Processing Operator 2 and Administrative Clerk I, as well as discussions with Ms. Erdman and the incumbent, I conclude the following:

- Delete the classification of Word Processing Operator 1 in CG 20, Range 6.
- Delete the classification of Word Processing Operator 2 in CG 20, Range 8. Ms. Cleveland is the last incumbent in either one of these classifications and the specifications no longer accurately describe work being done in the City.
- Recreate the Word Processing Operator 2 as an Administrative Clerk I in CG 20, Range 9 and reallocate the incumbent Ms. Julie Cleveland to the new position.

The classification of Word Processing Operator 2 is defined as

... responsible advanced-level clerical work in the skilled utilization of word processing equipment (hardware and software). This work places primary emphasis on varied and complex assignments (e.g., desk top publishing; the development, the merger and integration of diverse data bases, documents and/or graphics; the development of special forms, formats, etc.) necessitating considerable expertise. Work is performed with a high degree of judgment and discretion. Employees may provide intermittent training and leadership to lower level workers.

The classification of Administrative Clerk I is defined as

... **responsible administrative support work in the implementation and coordination of a variety of office functions necessitating judgment, discretion, and initiative in the interpretation and application of policies, procedures and processes.** 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. **{Emphasis added}**

Distinguishing Duties and Responsibilities include

Provide administrative support within the department, division, or work unit. Exercise initiative in the establishment of related filing and recordkeeping systems. Exercise judgment and initiative in the implementation of related administrative processes. Recommend procedural changes or guidelines based on observed needs.

Prepare meeting agenda materials and enter agenda and minutes in the City's electronic system (Legistar). Distribute agendas and related materials as required. Take minutes at meetings and transcribe to prepare for electronic posting.

Provide information and/or clarify work unit policies and procedures as the designated resource on administrative considerations.

The PCED Office of the Director has one vacant Administrative Services Manager, (CG18, R15), one vacant Graphics Technician, (CG20, R09), three Administrative Clerk I's (CG20, R09), one Word Processing Operator 2, (CG20, R08) and one vacant Program Assistant 3, (CG17, R13), who leads the other administrative positions in this work unit.

The Word Processing Operator 2 position spends approximately 50% of time supporting the Urban Design Commission. The incumbent processes all of the intake for submittals to the Urban Design Commission. Ms. Cleveland creates the Legistar files, prepares and distributes the packets, prepares the agendas and minutes, meets with applicants at the front desk for any questions regarding the Commission, and creates meeting reports from meeting recordings. The preparation of meeting agenda materials and minutes into Legistar, the distribution of related materials and transcribing minutes for posting are all responsibilities consistent with the class specification for an Administrative Clerk I.

The other half of Ms. Cleveland's position is providing Planning Division intake for land use applications. She processes the applications, provides follow-up to applicants if there is missing information, deposits payments, and processes submittals for distribution. Providing administrative support exercising judgement and initiative in the implementation of administrative processes is consistent within the Administrative Clerk I class specification.

As other Word Processing Operator positions have become vacant, we have recreated them to Administrative Clerk I positions. The work Ms. Cleveland performs is in line with what is expected of the Administrative Clerk I classification. Because of this, I recommend the Word Processing Operator 2 position, occupied by Ms. Cleveland, be recreated as an Administrative Clerk I position and the incumbent be reallocated to the new position.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2018 Annual Minimum (Step 1)	2018 Annual Maximum (Step 5)	2018 Annual Maximum +12% longevity
20/08	\$42,942	\$48,074	\$53,843
20/09	\$44,225	\$49,725	\$55,692

cc: Natalie Erdman, Director of PCED
Greg Leifer-Employee & Labor Relations Manager