TO: Finance Committee

FROM: Emaan Abdel-Halim

DATE: 12 February 2019

RE: Information Clerk – CDA Housing (Community Development Authority)

The Interim Housing Director, Tom Conrad and the Housing Programs Analyst, Lisa Daniels request that the 60% FTE position of Information Clerk (#4650) in CG20, Range 7 be increased to a full 100% FTE in the CDA Housing operating budget. This position provides administrative support for the City's Section 8 Housing program. This work includes assisting with housing occupancy and utilization tracking. Currently, the CDA is in the process of adding an online portal for housing applicants to communicate with and send documents to the CDA. Increasing the FTE of this position will help complete in the work processes needed to finalize this applicant portal, resulting in greater access to and occupancy of the City of Madison's public housing program. Funding for the FTE increase for the Information Clerk was already approved by Common Council in the 2019 budget, and this request will bring the position to the full FTE to reflect the change.

For the reasons outlined in this memo, I recommend recreation of the 0.60 FTE position of Information Clerk as a 1.0 FTE position, in the CDA Housing operating budget. The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2019 Annual Minimum (Step 1)	2019 Annual Maximum (Step 5)	2019 Annual Maximum (+12% longevity)
20/07	$ 43,412	$ 48,446	$ 54,259

cc: Tom Conrad – Interim Housing Director
Lisa Daniels – Housing Programs Analyst
Mike Lipski – HR Services Manager
Greg Leifer – Employee and Labor Relations Manager