



Legislation Details (With Text)

File #: 16391 **Version:** 1 **Name:** Creation of the Municipal Clerk series within CG 20 (Municipal Clerk 1-Range 9, Municipal Clerk 2-Range 10, Certified Municipal Clerk-Range 11), creation of 3 positions of Certified Municipal Clerk in the Clerk's office budget, and reallocation of three A

Type: Resolution **Status:** Passed

File created: 10/22/2009 **In control:** BOARD OF ESTIMATES (ended 4/2017)

On agenda: 11/17/2009 **Final action:** 11/17/2009

Enactment date: 11/20/2009 **Enactment #:** RES-09-00937

Title: Creation of the Municipal Clerk series within CG 20 (Municipal Clerk 1-Range 9, Municipal Clerk 2-Range 10, Certified Municipal Clerk-Range 11), creation of three (3) positions of Certified Municipal Clerk in the Clerk's office budget, and reallocation of three Administrative Clerks 1 to the appropriate levels within the new series.

Sponsors: David J. Cieslewicz

Indexes:

Code sections:

Attachments: 1. Municipal Clerk series.pdf, 2. PD Certified Municipal Clerk.pdf, 3. PD Municipal Clerk 2.pdf, 4. PD Municipal Clerk 1.pdf, 5. PBMemo Municipal Clerks.pdf

Date	Ver.	Action By	Action	Result
11/17/2009	1	COMMON COUNCIL	Adopt	Pass
11/9/2009	1	BOARD OF ESTIMATES (ended 4/2017)	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
11/4/2009	1	PERSONNEL BOARD	Return to Lead with the Recommendation for Approval	Pass
11/4/2009	1	BOARD OF ESTIMATES (ended 4/2017)	Refer	
11/3/2009	1	COMMON COUNCIL	Referred	
10/29/2009	1	Human Resources Department	Referred for Introduction	

Fiscal Note

There are no additional costs anticipated for 2009. For the Year 2010, costs will increase depending upon the successful completion of career ladder steps. Assuming completion of the requirements by three staff members by August of 2010, an additional \$2,561 (or \$3,542 including benefits) will be required for salaries and benefits. The City Clerk believes that this additional cost will be offset by a reduction of overtime salaries due to increased efficiencies. No additional appropriation is therefore sought for 2010. Annualized costs for 2011 are projected at approximately \$6,146 (or \$8,500, including benefits) and will be included in the 2011 Clerk's Office Requested Operating Budget, net of any anticipated overtime savings.

Title

Creation of the Municipal Clerk series within CG 20 (Municipal Clerk 1-Range 9, Municipal Clerk 2-Range 10, Certified Municipal Clerk-Range 11), creation of three (3) positions of Certified Municipal Clerk in the Clerk's office budget, and reallocation of three Administrative Clerks 1 to the appropriate levels within the new series.

Body

Resolution creating the new classifications of Municipal Clerk 1 in CG20, Range 9; Municipal Clerk 2 in CG20, Range 10; and Certified Municipal Clerk in CG20, Range 11.

Be it further resolved that three (3) positions of Certified Municipal Clerk be created in the permanent salary detail of the Clerk's Office budget.

Be it further resolved that the incumbents of position #743 (E. Berg) and #735 (D. Schmidt) be reallocated to the classification of Municipal Clerk 1, and the incumbent of position #714 (J. Tretow-Schmitz) be reallocated to the classification of Municipal Clerk 2, underfilling the newly created positions of Certified Municipal Clerk, thereof.

Editor's Note:

	2009 Annual	2009 Annual	2009 Annual
Compensation	Minimum	Maximum	Maximum +12%
<u>Group/Range</u>	<u>(Step 1)</u>	<u>(Step 5)</u>	<u>Longevity</u>
20/09	\$37,766	\$42,463	\$47,554
20/10	\$38,753	\$43,655	\$48,906
20/11	\$40,066	\$44,848	\$50,232