



## Legislation Details (With Text)

<b>File #:</b>	52178	<b>Version:</b>	1	<b>Name:</b>	Delete the classifications of Word Processing Operator 1 in CG20, R06 and Word Processing Operator 2 in CG20, R08. Recreate a Word Processing Operator 2 (CG20, R08, pos. #610) to an Administrative Clerk 1 (CG20, R09) and reallocate the incumbent to the n
<b>Type:</b>	Resolution	<b>Status:</b>	Passed		
<b>File created:</b>	6/21/2018	<b>In control:</b>	FINANCE COMMITTEE		
<b>On agenda:</b>	7/24/2018	<b>Final action:</b>	7/24/2018		
<b>Enactment date:</b>	7/30/2018	<b>Enactment #:</b>	RES-18-00563		
<b>Title:</b>	Delete the classifications of Word Processing Operator 1 in CG20, R06 and Word Processing Operator 2 in CG20, R08. Recreate a Word Processing Operator 2 (CG20, R08, pos. #610) to an Administrative Clerk 1 (CG20, R09) and reallocate the incumbent to the new position in the DPCED Office of the Director budget.				
<b>Sponsors:</b>	Paul R. Soglin				
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. PB Memo Word Processing Operator 2.pdf, 2. Position description.pdf				

Date	Ver.	Action By	Action	Result
7/24/2018	1	COMMON COUNCIL	Adopt	Pass
7/16/2018	1	FINANCE COMMITTEE	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
7/11/2018	1	PERSONNEL BOARD	Return to Lead with the Recommendation for Approval	Pass
7/11/2018	1	FINANCE COMMITTEE	Referred	
7/10/2018	1	COMMON COUNCIL	Refer	Pass
6/21/2018	1	Human Resources Department	Referred for Introduction	

### Fiscal Note

The proposed resolution reclassifies position #610 from a Word Processing Operator 2 (CG20, R08) to an Administrative Clerk 1 (CG20, R09) within DPCED Office of the Director and reallocates the incumbent to the reclassified position. The annualized cost of the proposed reclassification is approximately \$1,467, including benefits. The Office of the Director has an overall projected budget surplus of approximately \$24,000 for 2018.

### Title

Delete the classifications of Word Processing Operator 1 in CG20, R06 and Word Processing Operator 2 in CG20, R08. Recreate a Word Processing Operator 2 (CG20, R08, pos. #610) to an Administrative Clerk 1 (CG20, R09) and reallocate the incumbent to the new position in the DPCED Office of the Director budget.

### Body

Resolution deleting the classifications of Word Processing Operator 1 in CG20, R06, and Word Processing Operator 2 in CG20, R08. Be it further resolved that the 1.0 FTE position #610 of Word Processing Operator 2 is deleted and recreated as a 1.0 FTE Administrative Clerk 1 in the permanent salary detail of the DPCED Office of the Director budget, and the incumbent, J. Cleveland, is reallocated to the new position, thereof.

