



Legislation Details (With Text)

File #: 52178 **Version:** 1 **Name:** 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

Type: Resolution **Status:** Passed

File created: 6/21/2018 **In control:** FINANCE COMMITTEE

On agenda: 7/24/2018 **Final action:** 7/24/2018

Enactment date: 7/30/2018 **Enactment #:** RES-18-00563

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.

Sponsors: Paul R. Soglin

Indexes:

Code sections:

Attachments: 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.

