

TO: Finance Committee

FROM: Julie Trimbell, Human Resources

DATE: April 11, 2025

SUBJECT: Administrative Supervisor – Department of Planning and Community and Economic Development, Office of the Director

Director of the Department of Planning and Community and Economic Development (DPCED) Matt Wachter is requesting a position study of the vacant 1.0 FTE Administrative Supervisor position #616 (CG18, Range 3), which is currently budgeted in the DPCED Office of the Director. The request is to delete the existing position in DPCED and create a new 1.0 FTE Program Assistant 2 (CG20, Range 12) position within the CDA Housing Operations operating budget to more effectively utilize the position. Based on a review of the new position description, I recommend deleting Administrative Supervisor position #616 from the DPCED operating budget and recreating the 1.0 FTE as a Program Assistant 2 (CG20, Range 12) in the CDA Housing Operations budget.

Position #616 is currently classified as an Administrative Supervisor and described as follows:

...responsible, **supervisory** support work relative to the development and implementation of divisional and/or departmental administrative programs and functions. Employees in this class typically function as office managers responsible for the **coordination of all administrative support including the supervision of administrative staff**. Work is characterized by responsibility for a wide variety of administrative services (such as the development and implementation of budgetary documentation and fiscal controls, personnel, purchasing, payroll, and the **supervision of office clerical activities**); and/or direct responsibility for a comprehensive administrative program requiring the development and integration of diverse and complex operational data inherent to unit operations. This work is performed with a high degree of independence and discretion. Under the general supervision of a department or division head, or high-level manager, work is normally assigned in terms of program objectives and directives; and employees are responsible for establishing the necessary administrative procedures, methods and controls. [emphasis added]

As the supervisory responsibilities of this position are no longer needed as a main responsibility within the DPCED Office of the Director, the position can be better utilized as a shared position performing lower-level work. A change in location and classification is intended to create a shared position that will be used by both the DPCED Office of the Director and CDA Housing Operations with the majority of time spent performing work for the CDA Central Office. The position will provide office management, committee support work, and coordinated administrative support to CDA housing programs and redevelopment functions. It will also provide executive assistance to the CDA Housing Director and DPCED Director, and provide administrative support on cross-division projects and initiatives within the greater DPCED. These work responsibilities align with the Program Assistant 2 classification, which describes:

...**highly responsible, advanced-level programmatic support work** in a department, division or other independent program unit. Employees in this class support a particular program or programs by performing or coordinating specialized program functions, interpreting and applying programmatic policies and procedures, and performing administrative tasks in support of the program. Employees may lead a small (2-4) assigned clerical staff and/or assist with leading non-clerical staff. Otherwise, employees are responsible for **performing a variety of complex program-related functions**. Employees in this class work under the general supervision of the department, division, or program head. Work is distinguished from a Program Assistant 1 in that a Program Assistant 2 may have direct supervisory responsibility. Otherwise, a Program Assistant 2 may develop operating systems and procedures for the program, as well as have a greater depth of knowledge, independent decision making, and coordination of program activities at a higher level than a Program Assistant 1.

The new position will be supervised by Housing Operations Analyst Lisa Daniels while still supporting the priorities of the DPCED Director.

Based on the needs of DPCED, I recommend deleting the Administrative Supervisor position #616 from the DPCED Office of the Director operating budget and recreating the 1.0 FTE as a Program Assistant 2 position within the CDA Housing Operations operating budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2025 Annual Minimum (Step 1)	2025 Annual Maximum (Step 5)	2025 Annual Maximum +12% longevity
20/12	\$59,727	\$66,980	\$75,017
18/03	\$64,579	\$73,638	\$82,475

cc: Matt Wachter – Director of the Department of Planning and Community and Economic Development
 Linette Rhodes – Interim Housing Operations Program Manager
 Lisa Daniels – Housing Operations Analyst
 Kurt Rose – Employee and Labor Relations Manager