



City of Waukesha
 201 Delafield St. Waukesha, WI 53188
 Tel: 262.542.3700
 waukesha-wi.gov

Committee: Human Resources Committee	Date: 10/18/2023
Common Council Item Number: ID#23-7874	Date: 11/7/2023
Submitted By: Katie Panella, Interim Clerk Treasurer	City Administrator Approval: GK
Finance Department Review: JC	City Attorney's Office Review: BR
Subject: Budget neutral request to reclassify existing Clerical Assistant to Administrative Assistant to acknowledge responsibility, independence and consequence of work being performed. Additional request to reduce currently vacant Clerical Assistant position from full time to part time with the use of temporary help as needed during high volume election and tax activity.	

Details:
 The need for the duties and responsibilities of the existing Clerical Assistant to work outside of the current class have evolved with the splitting and sharing of the license processing duties for efficiency and better customer service with the other Administrative Assistant position. This has allowed for these positions to essentially share the load and attend the Ordinance and License meetings for the license material they take in and process. Duties are similarly shared as it relates to election related processing and this position additionally has taken on work with the new MuniCode software that is currently not being used to its capacity to update the Code Book of Ordinances which is a statutory duty carrying a high level of responsibility.

With the shift of Minutes preparation being done using the Granicus software with action minutes and other implemented office efficiencies, we believe that during non-tax and non-election season, we can move to hybrid coverage of this position with a part-time person filled as needed during busy times with temporary help.

This request is budget neutral and there will additionally be savings with part time benefits.

- Options & Alternatives:**
1. Approve the position to allow for the continued sharing of license processing and Ordinance & License meeting coverage. Allow for the vacant Clerical Assistant to become part time with temporary help fill as needed to allow for the budget neutral financial impact.
 2. Deny approval and the higher level tasks will need to remain with the one Administrative Assistant which does not allow for backup and availability of second person to licensing customer service issues.

Financial Remarks:
 The increased salary for the Administrative Assistant will balance with the reduction to the Clerical Assistant wage savings. This proposal makes the request budget neutral.

Executive Recommendation:
 Approve the reclassification of one Clerical Assistant in the Clerk Treasurer's office to an Administrative Assistant position and change the remaining Clerical Assistant to part time. The proposal is budget neutral.