



**CITY OF WAUKESHA**  
**Administration**

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| <b>Committee:</b><br>Human Resources                                                                                                       | <b>Date:</b><br>8/9//2018                                                                                       |
| <b>Common Council Item Number:</b><br>ID                                                                                                   | <b>Date:</b><br><a href="#">Click here to enter a date.</a>                                                     |
| <b>Submitted By:</b><br>Paul Klauck, Assessor                                                                                              | <b>City Administrator Approval:</b><br>Kevin Lahner, City Administrator                                         |
| <b>Finance Department Review:</b><br>Rich Abbott, Finance Director                                                                         | <b>City Attorney's Office Review:</b><br>Brian Running, City Attorney <a href="#">Click here to enter text.</a> |
| <b>Subject:</b><br>Review and Act on the staffing of and recommending funding of the Clerical Assistant position in the Assessor's Office. |                                                                                                                 |

**Details:**  
The HR Committee previously approved the reclassification of the position of Cartographer Technician to Geographic Information System (GIS) Analyst and transferred the position from the Assessor's Office to the Department of Public Works. The Clerical Assistant position has been in the staffing resolution but previously unfunded. The Cartographer Technician did the majority of the clerical work for the Assessor's Office and had only minor GIS responsibilities.

**Options & Alternatives:**  
The alternative would be to not staff and fund the Clerical Assistant position leaving the Assessor's Office short staffed and unable to perform all of their statutorily required duties.

**Financial Remarks:**  
Based on the Job Analysis Questionnaire, the position will be Pay Grade 4, with a 2018 salary range of \$42,692 to \$57,635. The Cartographer Technician is paid above the range for a Clerical Assistant which will result in a significant cost savings because the position is expected to be filled at or near the entry level.

**Executive Recommendation:**

