



City of Waukesha
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Committee: HR Committee	Date: 6/15/2022
Common Council Item Number: ID#22-4289	Date: Click here to enter a date.
Submitted By: Sherri Meyer-Cemetery Director	City Administrator Approval: 6/8/2022
Finance Department Review: 6/8/2022	City Attorney's Office Review: Click here to enter text.
Subject: Update Part Time Administrative Roll to Full Time Administrative Assistant	

Details:

Request of update from part time-20 hours Administrative Assistant to full time-40 hours Administrative Assistant. No changes to job description except hours and adding words customer service. The department has seen an increase in volume of services over the last 3 years. Each service requires a variety of administrative tasks/functions that require consistency, efficiency and customer service. This update to the role will allow for the department to streamline, put processes in place while providing better customer service administratively.

Options & Alternatives:

Options for the department will include adding this full-time role and then also adding either one more full time role or a part time role depending on the continued analysis of the administrative needs. This request is based on the increasing need of services due the continued aging populations along with other needs the cemetery has seen over last 3-4 years.

Financial Remarks:

\$2,750.00 full rate of burial x increased Services volume shown YTD, tracking to surpass 2021 total of 237 by 14= 251 for 2022. **\$38,500 extra revenue from that example.

2022 Revised budget totals of \$562,065 vs actual 2022 of \$153,561 1st quarter for Cemetery Administrative costs will also cover the increase of this role. Hourly Wages permanent 2022 budgeted for \$253,515 vs. \$109,261 actual spend as of 1st quarter 2022.

****Grade 6 Admin assistant part time range increased to full time -current budget allows for \$50,743 +benefits minimally.**

Executive Recommendation:

[Click here to enter text.](#)

