



City Council Agenda Bill

20075

Bill Number

Subject: Reclassification of an Office Assistant II to an Office Assistant III in the Public Works Department

Summary Statement: A reclassification of an Office Assistant II to an Office Assistant III in the Public Works Department is needed to provide a higher level of independent administrative support for the Department. Several changes in the administrative functions of the Public Works Department and recent staff turnover resulted in a need to evaluate the functions of the existing OAll position. The proposed reclassification provides for higher level support needed for the department and creates greater opportunity for internal advancement.

Previous Council Action: None

Fiscal Impact: The Administration Group is part of the Street Fund No. 111. The reclassification will result in an increase to Salary Grade 7 from Salary Grade 6. The increase in salary cost will be covered by savings within the group and not adversely affect the 2013 budget.

Funding Source: Fund 111 Streets

Attachments: Budget Ordinance
OAll classification
OAll classification

Meeting Activity	Meeting Date	Staff Recommendation	Presented By	Time
Consent Agenda	05-Aug-2013	Vote to Approve	Ted Carlson, PW Director	

Council Committee:

Agenda Bill Contact:
Eric Johnston, PW Assistant Director
778-7710

Committee Actions:

Reviewed By	Initials	Date
Ted Carlson, PW Director	TAC	7/29/13
John Carter, Finance Dir.	JC	7/29/13
Brian Henshaw, Budget Mgr.	BH	7/29/13

Council Action:

Legal	MRS	7/29/13
Mayor	KL/BA	7/30/13

ORDINANCE NO. _____

AN ORDINANCE RELATING TO THE 2013 BUDGET RECLASSIFYING ONE POSITION IN THE PUBLIC WORKS DEPARTMENT, STREET FUND, WHERE NO ADDITIONAL APPROPRIATION OR REALLOCATION OF EXPENDITURES IS REQUIRED.

WHEREAS, the Public Works Supervision and Technology Group, requested a revision of the Operations Data Assistant Classification in order to provide increased support for the City's Geographic Information System and computerized maintenance management system; and,

WHEREAS, Human Resources has completed this revision and recommends allocation of the revised class to a higher salary grade.

NOW, THEREFORE, THE CITY OF BELLINGHAM DOES ORDAIN:

Effective January 1, 2013 one position of Operations Data Assistant, Plan B Grade 6, in the Public Works Supervision and Technology Group is hereby deleted. Effective January 1, 2013 one position of Operations Data Assistant, Plan B Grade 9, is hereby created. The classification of Operations Data Assistant is hereby removed from Grade 6 in Salary Plan B and placed in Grade 9 of Salary Plan B. There is no additional appropriation or reallocation of expenditures needed as a result of this upgrade, and there is no change in FTEs.

PASSED by the Council this _____ day of _____, 2013.

Council President

APPROVED by me this _____ day of _____, 2013.

Mayor

ATTEST: _____
Finance Director

APPROVED AS TO FORM:

Office of the City Attorney

Published:

City of Bellingham

Classification Specification - Civil Service or AFSCME

CLASS TITLE	Office Assistant II
DEPARTMENT	Interdepartmental
UNION:	114
SG:	6
CS:	Entry/Promotional
FLSA:	Y
EE04CODE:	AS

NATURE OF WORK:

Performs intermediate-level, detailed and technical clerical duties requiring broad knowledge of a department's/division's functions and procedures. Work is performed independently in accordance with established methods, practices and systems.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to the Office Assistant II classification are intermediate level positions distinguished from Office Assistant I by the greater complexity of clerical assignments; the specific knowledge of departmental functions and procedures required to compile, verify and prepare detailed reports and records; and/or by more extensive detailed servicing of the public; and by the greater problem-solving required to perform the work. Clerical assignments may include: the preparation of and calculations for detailed records and statistics; establishing and updating recordkeeping systems; verifying and entering data; and editing reports or information. Work is performed independently in accordance with established methods, practices and systems.

SUPERVISORY RELATIONSHIPS:

Reports to various levels of supervisors.

EXAMPLES OF WORK:

1. Independently prepares, maintains and disseminates detailed records and statistics; establishes and updates manual and computerized recordkeeping systems to retain and retrieve files requiring knowledge of department procedures.
2. As directed, compiles data from varied sources and makes summary reports. May involve statistical calculations and tabulations in accordance with established formulas and equations.
3. Searches files and records for readily identifiable information as directed or based on City policies or legal requirements. Obtains information from other groups as necessary and as authorized in order to complete own assignment. Notifies other agencies/departments as per policy.

4. Initiates completion of regularly recurring reports and standard form letters. Maintains accumulative records, making periodic audits as necessary; maintains follow-up system on reports requiring action on a periodic basis.
5. Coordinates, schedules and arranges specific division services with various staff members, departments or agencies. Notifies participants of schedule.
6. Verifies data, then enters and edits reports or information on computerized recordkeeping system.
7. Receives visitors to a department or division, ascertains the nature of their business; assists them when within scope of authority and refers others to appropriate individuals or departments. This may involve such duties as issuing licenses and permits as authorized, providing copies of published materials, circulating library materials and other related matters.
8. Responds to telephone and in-person inquiries from public and other departments when information requested is specifically provided and known such as from published records, specific directories and procedures, computer data bases or calendars of events. Explains division policies, procedures and processes.
9. Working from specific instructions and procedures, performs various posting and balancing of assigned portions of records and accounts such as payroll, accounts payable or utility billings. May initiate invoices.
10. From hand written drafts or verbal instructions, prepares a variety of letters, memos, forms and reports using office machines as required such as computer terminal, typewriter, word processor, calculator, data processing, photocopier and other standard office equipment. Proofs own material to assure proper layout, arrangement, grammatical composition and inclusion of all pertinent information from the source.
11. May file, sort and distribute mail, post notices and memos to bulletin boards, replenish office supplies.
12. May be called upon to assist other groups or departments, handle switchboard, act as receptionist, or greet and escort visitors.
13. Performs other related duties as assigned.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

- General knowledge of the functions and procedures of a specific division of municipal government.
- Knowledge of office practices, procedures and equipment.
- Knowledge of business English, composition, spelling, punctuation and grammar.
- Knowledge of basic math including the ability to add, subtract, multiply and divide accurately.
- Ability to establish and maintain manual and computerized filing and recordkeeping systems.

- Good oral communications skills to explain policies and procedures and to deal with other employees, agencies and the general public using courtesy, tact and good judgment.
- Ability to operate standard office equipment such as typewriter, word processor, computer terminal, calculator and photocopier.
- Ability to read, understand, apply and explain City/department/divisional policies and procedures.
- Ability to work independently, organizing work with a minimum of supervision.
- Ability to work quickly, accurately and thoroughly with close attention to detail to meet deadlines in an atmosphere of frequent interruptions.
- Physical ability to perform required tasks.

EXPERIENCE AND TRAINING:

- Two years of progressively responsible clerical experience or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability to perform the job.
- Ability to type at level required for specific position.
- Coursework or experience in basic bookkeeping preferred for selected positions.
- Word processing and computerized recordkeeping experience preferred.
- Police security clearance is required prior to hire for selected positions.
- Valid Washington state driver's license is required for selected positions.
- A candidate on an eligibility register for a position in an Office Worker promotional classification will not be removed for cause if s/he refuses an interview for a vacant position in the classification.

PREPARED BY: Kenny Consulting Group

COMMISSION ADOPTION: September 9, 1987

1220S

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Office Assistant III
DEPARTMENT	Interdepartmental
UNION:	114
SG:	7
CS:	No, Yes
FLSA:	Y
EE04CODE:	AS

NATURE OF WORK:

Performs senior-level specialized and the most complex technical clerical duties which require a comprehensive knowledge of department and/or City-wide functions, practices and procedures. Work is performed independently within broadly defined practices and procedures with a minimum of supervision.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this classification are senior level positions. They are distinguished from Office Assistant II by responsibility for performing the most complex clerical and office tasks. These positions require comprehensive knowledge of departmental and/or City-wide functions and procedures required to perform work. They also require increased technical knowledge and independent judgment to coordinate all activities of a specific office function or service such as the processing of building specifications, record retention procedures, library collections, court processes, and police records. Work is performed within broadly defined practices and procedures.

SUPERVISORY RELATIONSHIPS:

Reports to various levels of supervisors. May direct the work of lower classified clerical employees when authorized and may act as lead to volunteer staff members.

ESSENTIAL FUNCTIONS:

1. Provides detailed assistance to the public on technical information that requires thorough knowledge of laws, regulations, policies and procedures.
2. Coordinates the processing of forms, notices, orders or material for specialized division programs such as record retention procedures, library collections, traffic and misdemeanor tickets, citations, licenses and police records. May record and correct invoices.
3. Develops and maintains an accurate and timely record-keeping system or database including layout and arrangement of reports; assures inclusion of all pertinent

information from sources; assures compliance with public records regulations or standard cataloguing practices. May do special records or information retrieval projects.

4. Collects, selects, classifies, catalogs and compiles data from several sources and makes summary reports as required. May involve statistical calculations and tabulations in accordance with established formulas and equations, and interpretation of data within departmental guidelines and policies.
5. Maintains follow-up system on reports, bibliographic records, orders or other matters requiring action on a periodic basis. Audits reports and/or records systems periodically, notifying appropriate individual of discrepancies and correcting information as required.
6. May enter data or orders and search on-line computer databases for information and records pertinent to specialized division programs. Maintains confidentiality of information or records by following defined procedures for proper handling and disposition of each type of information.
7. Assists in development and maintenance of City records management program. Files, retrieves and purges, maintains, recommends and implements records tracking systems; designs departmental file system using City's records classification system; advises and/or trains departments on filing system and forms design.
8. Prepares, types and proofs forms, letters, brochures, orders, statistical reports and other documentation. Composes correspondence in accordance with established procedures or instructions.
9. Initiates and distributes routine correspondence, reports and other records as required. Develops own contents as authorized.
10. Develops clerical procedures, routines, forms and record-keeping systems. Instructs others in such procedures and coordinates workflow to avoid duplication of work.
11. Schedules appointments and meetings, reserves conference rooms and vehicles; makes travel arrangements as instructed. Notifies those served of itineraries and appointments.
12. Receives and directs visitors and phone calls; provides program information, communicates with vendors, responds to inquiries and refers to appropriate staff.
13. Schedules and oversees the work activities of lower classified support staff or temporary clerical employees.

ADDITIONAL WORK PERFORMED:

1. May work independently to carry out defined departmental and/or City-wide programs or projects.
2. Performs other related duties within the scope of the classification.

KNOWLEDGE AND SKILLS:

- Thorough knowledge of specific department and City-wide program procedures, policies, terminology and related regulations.
- Comprehensive knowledge of office practices, procedures and equipment.
- Knowledge of business English composition, spelling, punctuation and grammar.
- Basic math skills, including the ability to add, subtract, multiply and divide with accuracy.
- Ability to interpret and apply program/department information in making work decisions or in providing information to others.
- Ability to maintain complex specialized records and prepare narrative and statistical reports based thereon.
- Ability to work independently and make appropriate decisions regarding work methods and priorities.
- Ability to establish and maintain varied and detailed computerized filing and recordkeeping systems.
- Ability to operate standard office equipment such as typewriter, word processor, calculator, computer terminal, telephone and photocopier.
- Excellent communications skills to deal with City staff, the general public and other agencies using courtesy, tact and good judgment in order to provide clear explanations of departmental policies, procedures and practices.
- Ability to work quickly, accurately and thoroughly with close attention to detail to meet deadlines in an environment of frequent interruptions.
- Ability to assign, review and guide the work of lower classified employees or volunteers.
- Physical ability to perform required duties.

WORKING ENVIRONMENT:

Work for most of the positions in this classification is performed in an office setting and may include extensive work at a computer workstation.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Three years of progressively responsible clerical experience or any combination of experience and education that provides the applicant with the desired skills, knowledge and ability to perform the job.
- Two years previous employment in the Bellingham Public Library is required for selected positions.
- Two years previous experience in a law enforcement environment or court environment involving detailed records processing, customer service and probation compliance is required for selected positions.
- Police security clearance required prior to hire for selected positions.
- Ability to type at level required for selected positions.
- A degree in Library Technology is preferred for selected positions.
- Valid Washington state driver's license is required for selected positions.
- A candidate on an eligibility register for a position in an Office Worker promotional classification will not be removed for cause if s/he refuses an interview for a vacant position in the classification.

NECESSARY SPECIAL REQUIREMENT:

- Candidates must pass a Police Department criminal convictions records check prior to hire for selected positions in this classification.

PREPARED BY: Kenny Consulting Group
1987

REVISED BY: L. Klemanski
2/02

COMMISSION ADOPTION: _____