



MEMORANDUM

May 30, 2013

TO: PERSONNEL COMMITTEE

FROM: PAMELA A. CAPTAIN, CITY ATTORNEY/PERSONNEL DIRECTOR

RE: DEPUTY CLERK/ADMINISTRATIVE ASSISTANT POSITION

Due to the position vacancy in the Mayor/Clerk's office we have been reviewing the salary structure of the Administrative Assistant-Mayor/Clerk and Deputy City Clerk (Adm. Asst.) position. We are recommending a change to the salary structure. The current salary structure with step increases spans a period of 25 years. The request is to change the salary structure to the same step increase schedule as that adopted for the other clerk positions (formerly 1035B Pay Range) which spans a period of 42 months. The request is also to change the rate of pay.

The latest hourly wage paid for this position was \$40,199.00 annually or approximately \$20.61 per hour and the employee was employed by the city for approximately 9 years.

This recommendation is based upon a review of the position requirements including: High school or equivalent graduate, Associates Degree preferred; 3 years administrative assistant experience; ability to successfully complete and maintain Wisconsin Municipal Clerks Institute Certification and Notary Public. The recommendation is also based upon the split of Administrative Assistant and Deputy Clerk duties as follows: 40% Adm. Asst./60% Deputy Clerk. Finally a review of the wages for similar positions in the Fox Valley and surrounding area was also considered, including: Cities of Neenah, Appleton, Kaukauna, Villages of Little Chute and Sherwood and Towns of Menasha and Grand Chute. The wages for similar positions in the Fox Valley and surrounding area range from \$15.35 hr. (25% clerk/75% admin.) to \$25.65 hr. (100% clerk).

REQUESTED MOTION: To adopt the Pay Range Schedule, including Step Increases, for the Administrative Assistant/Deputy Clerk position on ATTACHMENT 1.

