CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: **Purchasing**

AGENDA DATE: **07/26/05**

CONTACT PERSON/PHONE: **Purchasing, Byron Johnson, (915) 541-4308**

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Staffing Table Change

BACKGROUND / DISCUSSION:

Position responsibility has changed and is more appropriate to Administrative Assistant because of restructuring of the department. The duties and responsibilities of staff have changed as Purchasing is now handling Capital Assets and Real Estate Management, which transferred from Municipal Services.

PRIOR COUNCIL ACTION:
Has the Council previously considered this item or a closely related one? If so, when?

No

AMOUNT AND SOURCE OF FUNDING:

Already funded for FY/05
Fund Source: 07010021-501000-07000

BOARD / COMMISSION ACTION:
Enter appropriate comments or N/A

**********REQUIRED AUTHORIZATION**********

LEGAL: (if required) _____ **FINANCE:** (if required) _____

OTHER: _____
(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

DATE: 07/05/05

INITIALS 2005-94.

CITY OF EL PASO

STAFFING TABLE CHANGE REQUEST

Date sent to City Council: 7/26/05

Date sent to Personnel: 7/8/05

DEPARTMENT NAME:	(1) HR DEPARTMENT ID	(2) ATTACHED DOCUMENTATION	REQUESTED EFFECTIVE DATE:
Purchasing	07010021	☒ Description of Duties ☒ Organization Chart	

A=add
D=delete

*R/T/C = Regular, Temporary, Contract
*L/U = Classified, Unclassified

(3) A/D	(4) # OF POS	(4) Max Head Count	(5) Business Unit	(6) ACTIONS ACCOUNT DESCRIPTION and ACCOUNT CODE Fin. Dept. ID-Fund-Fin. Loc. Proj. or Grnt. (00000000-00000-00000PorG0000)	JOB CODE	*-Position Type JOB CLASS TITLE	PLAN GRADE	R/T/C	L/U
D	1	1	COFEP	07010021 – 501000 – 07000	182300	Secretary III	GS 19		
A	1	1	COFEP	07010021 – 501000 – 07000	153500	Administrative Assistant	GS 23		
			COFEP						
			COFEP						
			COFEP						
			COFEP						
			COFEP						

(7) Purpose: ☐ Streamline ☐ Expanded Program ☐ New Program ☐ New Facility ☐ Other (Explain)

(8) STATEMENT OF NEED / CONSEQUENCES OF NOT APPROVING ACTION(S): Position responsibility has changed and is more appropriate to Admin Asst duties because of restructuring of the department. The duties and responsibilities of staff have changed as Purchasing is now handling Capital Assets and Real Estate Management, which was transferred from Municipal Services.

ANTICIPATED IMPACT ON:

(9) DEPARTMENT ORGANIZATION/OPERATIONS	(10) DEPARTMENT BUDGET
	No budget change

(11) DEPARTMENT HEAD SIGNATURE:	DATE:	BUDGET CHANGE	AMOUNT ADDITIONAL FUNDS
[signature]	7/8/05	☐ Required ☐ Attached	

PERSONNEL DEPARTMENT RECOMMENDATION

	COMMENTS	PERSONNEL DIRECTOR	DATE
☑ Requested CC and CG is Appropriate ☐ Change Class To ☐ Change Grade To		[signature]	7-11-05

O.M.B RECOMMENDATION / C.A.O. APPROVAL

COMMENTS: [signature] 7/13/05

RECOMMENDATION	CHIEF FINANCIAL OFFICER	CHIEF ADMINISTRATIVE OFFICER
☐ Position(s) Recommended ☐ Position(s) Not Recommended		[signature]

RECEIVED
JUL 08 2005
HUMAN RESOURCES DEPT.
ADMINISTRATION

APPROVED: 7-13-05
DATE

F-STCR2.DA 10/2/2001

Clerical and Office Branch
Typing and Secretarial Group
Executive Secretary Series

EXECUTIVE SECRETARY

6/95

Summary

Under direction, perform highly responsible complex, varied paraprofessional functions to provide and supervise secretarial, clerical support and office management services for a top echelon City official or executive in charge of a group of general government or other functionally related service departments, a highly specialized or technical professional staff function directly accountable to the Mayor & Council, or a major public utility, district or operating agency independently governed by an administrative board.

Typical Duties

Perform secretarial and administrative duties. Involves: scheduling and maintaining a calendar of appointments for the department head; screening calls and visitors to the department head; making travel arrangements and preparing itineraries; independently composing correspondence as delegated on behalf of and for signature of supervisor; transcribing dictation of correspondence, reports and memoranda; arranging meetings and conferences and assuring required materials are prepared; arranging, recording and taking minutes of board and committee meetings; coordinating activities with other departments.

Oversee departmental office administration. Involves: maintaining inventory and requisitioning office supplies; reconciling and forwarding requisitions for departmental budget accounts; establishing and maintaining filing systems. Participating in or arranging for administrative, operational, personnel and other departmental research studies and special projects, as assigned; preparing summaries and reports of findings; advising department personnel of new and revised policies, procedures and related information and assisting department head in the planning and enforcement of department policies and administrative improvements; reporting on the merits of recommended changes in organization and policies; exercising discretion and judgment on related matters.

Assist in ensuring that requests for action or information are met. Involves: reviewing and distributing incoming correspondence; receiving complaints from the public and preparing complaint notices; researching complaints or directing them to proper division or department; following up on complaints to assure timely resolution; providing requested information to the public; making presentations on department matters to officials, employees and the general public.

Supervise, train, and evaluate a small clerical staff. Involves; assigning, instructing in, directing, checking and guiding to overcome difficulties with work; explaining and enforcing personnel rules, reviewing and assessing work behavior and results.

Perform related clerical and administrative duties as required. Involves: substituting, if assigned, for department staff during temporary absences by performing specified duties and responsibilities essential to maintain continuity of operations and similarly performing any duties of subordinates, if necessary; preparing materials for and scheduling awards and certificates to be presented at City Council or other board meetings, as assigned; operating modern office equipment such as typewriter, word processing and computerized input and retrieval systems.

Minimum Qualifications

Training and Experience: Completion of an Associate's Degree in Secretarial Science and six years of progressively responsible secretarial experience including three years of office management experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: office practices and procedures; English grammar, spelling and punctuation. Good knowledge of: the use and care of office equipment; the functioning of a municipal government.

Ability to: tactfully screen visitors and callers; compose correspondence; locate compile and organize information; maintain an appointment calendar; plan and complete work without close supervision; proofread documents and detect errors; courteously and tactfully obtain and provide information; explain policies, procedures, rules and regulations; express oneself clearly and concisely, both orally and in writing; establish and maintain effective working relationships with fellow employees, officials and the general public; organize and implement filing systems; prepare reports.

Skill in: taking minutes; operating word processor and typewriter (65 words/ minute), transcriber and common office machines.

Director of Personnel

Department Head

DATE: 07/05/05

INITIALS 2005-94.

CITY OF EL PASO

STAFFING TABLE CHANGE REQUEST

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PERSONNEL DEPARTMENT RECOMMENDATION

	COMMENTS	PERSONNEL DIRECTOR	DATE
☒ Requested CC and CG is Appropriate WS ☐ Change Class To ☐ Change Grade To		[signature]	7-11-05

O.M.B RECOMMENDATION / C.A.O. APPROVAL

COMMENTS: T.R. 7/13/05

RECOMMENDATION	CHIEF FINANCIAL OFFICER	CHIEF ADMINISTRATIVE OFFICER
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RECEIVED
JUL 08 2005
HUMAN RESOURCES DEPT.
ADMINISTRATION

APPROVED: 7-13-05
DATE

F-STCR2.DA 10/2/2001

Clerical and Office Branch
Office Supervision and Customer Service Group
Administrative Assistant Series

ADMINISTRATIVE ASSISTANT

05/99 (CDH)

Summary

Under direction perform supervisory and paraprofessional administrative functions to provide general office services, budgetary and secretarial support to various designated functional units within a department.

Typical Duties

Coordinate department office services. Involves: participating in long and short term planning which includes activities such as providing data and procedural advice, recording approved planning projects and establishing systematic follow-up practices; monitoring project progress, reporting discrepancies and progress to supervisor and assisting with administrative problem solution, including advising on clerical employee performance and training needs. preparing studies, reports and related documents; conducting interviews and research, analyzing data and making recommendations for programs, projects, grants, budget projections, materials and equipment needs; reviewing and analyzing routine, office procedures and recommending and effecting administrative process improvements and cost reductions; analyzing and recommending modifications of report contents and distribution; setting up and maintaining office files, overseeing department records maintenance and implementing retention and retrieval procedures to meet regulatory and department requirements; maintaining operating inventories collecting requests and ordering materials and supplies, verifying receipt, reviewing usage and reporting variances to supervisor; monitoring department clerical and administrative work loads, providing feedback to supervisor, redistributing work as directed; answering common inquiries from employees and the public on assigned departmental projects and other activities.

Direct or personally assist with overall consolidation, assembly or other more complex technical aspects of standard department budget and related financial document preparation. Involves: discussing program proposals and expenditures with department supervisors; preparing financial, statistical and operating reports; retrieving data from financial reports; interpreting information to produce financial schedules and budget forms in spreadsheet and graphic form; running process control reports for budget and position control balance determination; requesting system management reports; determining balance status of budget files; verifying that information is balanced and in correct form; compiling data and narratives, organizing budget formats, preparing budget drafts, editing and finalizing department budget documents; acting as department resource on budget preparation and administration procedures which includes responding to inquiries and providing additional data for justifications, monitoring expenditures against budget, recording and analyzing expenditures, reporting variances and taking and advising on corrective actions as directed; researching and documenting information for grant requests, compiling data, drafting, finalizing and submitting approved requests, conferring with functional financial professionals or management for guidance on new or unusual methods or deviations from policy.

Provides secretarial services for department head or other assigned personnel. Involves: scheduling and maintaining calendar of appointments and activities, making travel arrangements and preparing itineraries, screening calls and visitors for department management; independently composing correspondence as delegated on behalf of and for signature of supervisor; transcribing or taking dictation of correspondence, reports and memoranda; arranging meetings and conferences and assuring required materials are prepared and available; arranging, recording, taking and preparing formal minutes of department and inter-department meetings; coordinating interdependent activities with other departments; assisting and arranging coordination of project activities for other managers in department on request.

Supervise assigned non-supervisory secretarial and clerical employees. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance and coaching, arranging for and conducting training and development activities for subordinate and other department clerical employees; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants.

Perform related duties as assigned. Involves: substituting for own supervisor, coworkers or subordinates as qualified by acting on specified administrative matters to maintain continuity of normal operations and services; administering department petty cash account.

Minimum Qualifications

Training and Experience: Associate of Arts degree in Business Administration, Secretarial Science, Accounting or a related field, plus six (6) years of increasingly responsible general or fiscal administration support experience, two (2) years of which include performing paraprofessional functions at a level comparable to Secretary III or Accounting Clerk III, that entail recommending, developing, implementing, coordinating or ensuring adherence to office management procedures; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of office and record management procedures and regulations. Considerable knowledge of accounting practices and budget preparation concepts. Good knowledge of computer spreadsheet and data base management applications to office and budget development, recording and monitoring processes.

Ability to: Compile and analyze a wide variety of data and written information; prepare narrative and statistical reports; apply arithmetic and accounting methods for budget preparation and control; resolve procedural controversies within guidelines; express oneself clearly in writing and orally; provide information to other departments, supervisors, employees and the public; organize and control office procedures and work flow; comprehend supervisory techniques and procedures, and firmly and impartially exercise delegated authority over subordinates; establish and maintain effective working relationships with coworkers, subordinates, managers, officials, vendors and the general public.

Skill in: safe operation and care of: common office equipment, personal computer or network workstation and business productivity and specialized data analysis software; motor vehicle.

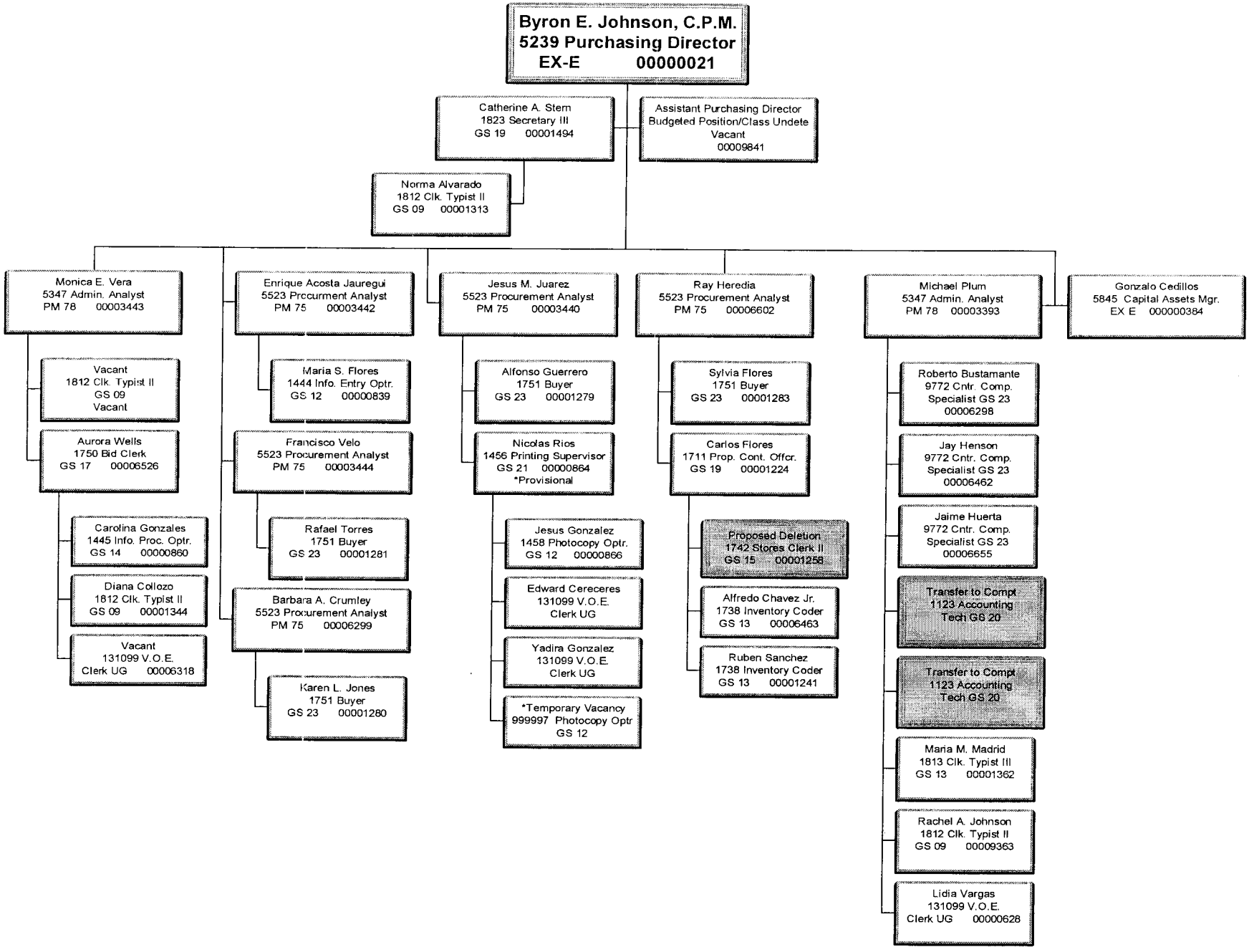
Physical Requirements: Occasionally drive through city traffic; lift moderately heavy items, up to fifty (50) pounds, such as office equipment and records.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays, and extended hours.

Licenses and Certificates: Texas Class "C" Driver's License or an equivalent license issued by another state.

Director of Personnel

Department Head

OFFICIAL

CURRENT FY05 PURCHASING ORGANIZATIONAL CHART