

## Rochelle Blindauer

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**From:** Patrick Glynn <patrick.glynn@carlsondettmann.com>  
**Sent:** Monday, July 27, 2015 2:10 PM  
**To:** Rochelle Blindauer  
**Subject:** DPI Administrative Assistant

I have taken the opportunity to review the job documentation for the classification of Administrative Assistant in the Department of Public Infrastructure. At the time of the original study, this was a newly created position which was expected to evolve and be reevaluated at some point in the future. The revised documentation clearly shows that this position has assumed more responsibilities that require an adjustment of our original points. Because of the nature and breadth of the changes, we would recommend adjusting points in Education/Experience, Decision-Making, Thinking Challenges/Problem-Solving, and Interactions/Communications. By comparison, we view this position to be functioning in a capacity comparable to the Administrative Assistant in the Police Department. Based on our review, and our follow-up conversation, I am able to recommend placement at Grade H.

Please let me know if there are any questions with this recommendation.

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