

TO: Finance Committee

FROM: Emaan Abdel-Halim, Human Resources

DATE: 18 August 2017

SUBJECT: Accountant 2 – Engineering Division

The City Engineer, Mr. Rob Phillips has submitted a request for a position study of a 60% FTE Accountant 2 position (#4596, CG 18, Range 8); currently vacant in the Engineering Division. Upon review of the classification change worksheet, I recommend the following for the reasons outlined in this memo.

- Recreate position #4596 of 0.6 FTE Accountant 2 in CG 18, Range 8 to a 1.0 FTE Accountant 2 in the same CG and Range, in the Engineering Division operating budget;

The Engineering Division is requesting the current part-time 60% position of Accountant 2 be increased to a 100% FTE, full-time position. This part-time Accountant position was initially created in the 2016 budget to assist the Engineering Financial Manager with the increasing demands related to Engineering’s capital projects and multiple budgets. As a 60% FTE position, the initial recruitment failed and the following recruitment yielded a hire in May 2016. Unfortunately now the incumbent resigned to take a full-time position in another City agency. Additionally, this section has an hourly administrative position to assist with the accounting support work. However, since July 2016, three (3) employees have left this support position. Given the difficulty in retaining employees in these part-time and hourly vacancies, Engineering would like to increase the FTE of the position to full-time so as to attract and retain qualified talent to support the accounting work for this section. By reallocating the hourly funds to supplement the 60% FTE Accountant 2 position, this will cover any incremental costs associated with increasing the position to 100% FTE.

Given the above, I recommend recreation of position #4596 as a 1.0 FTE Accountant 2 in CG18, R08, within the Engineering operating budget.

The necessary resolution to implement these recommendations has been drafted.

Editor’s Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
18/08	\$61,286	\$72,726	\$81,453

cc: Rob Phillips – City Engineer
Mike Lipski – HR Services Manager