

T0: Personnel Board

FROM: Sarah Olson, Human Resources

SUBJECT: Program Assistant 1 – Housing Operations Unit

DATE: December 8, 2016

At the request of the Interim Housing Operations Program Manager Tom Conrad and Housing Administrative Coordinator Lisa Daniels, a study was conducted of a 1.0 FTE Program Assistant 1 (Compensation Group 20, Range 11), held by D. Rakowski. This position is responsible for not only processing payroll, but also performing all the accounting functions for the agency. After reviewing the duties and responsibilities associated with this position, as seen in the attached position description, and meeting with the supervisor, incumbent, and a Principal Accountant from the Finance Department, I conclude that this position should be recreated as a Accounting Technician 2 position (Compensation Group 20, Range 14), and that the incumbent should be reallocated to the new position for the reasons outlined in this memo.

The class specification for Accounting Technician 2 describes journey-level paraprofessional accounting work in the development and reconciliation of accounting records/reports, and/or the administration of accounting-related programs. Specific duties include

Provide general consultation to clerical staff on related policies, procedures and accounting standards.

Participate in routine internal and external audits under the general supervision of a professional. Gather and review pertinent data, and prepare standardized reports on financial and operational information. Submit reports for review.

The Housing Operations Unit is comprised of three areas: Admissions & Eligibility, Section 8 Programs, and Low Rent-Public Housing. Ms. Rakowski works under Admissions & Eligibility reporting to Lisa Daniels, the Housing Administrative Coordinator. Ms. Rakowski was hired in January, 2015, and since that time, the Program Assistant 1's position description has changed significantly with a decrease in the amount of time it takes to process agency payroll and an increase in the accounting function duties. The decrease in payroll processing responsibilities is due to technical efficiencies Ms. Rakowski has created in both SharePoint and MUNIS which has allowed for her to take on increased accounting and reporting functions. She now provides technical assistance to the Division's management team on budget-related matters, routinely reviews general ledger account balances and performs budget allocation adjustments, establishes grant projects within the MUNIS Project Accounting module, and provides MUNIS data in various report formats. CDA redevelopment activities at Truax Park Apartments have resulted in financial reporting requirements to investors, under the Section 42 Low-Income Housing Tax Credit program, and the incumbent has been providing assistance with the required financial reporting. Ms. Rakowski assists with budget clean-up work consulting with the Interim Director, the Capital Fund Grants Manager, the Housing Administrative Supervisor

and the Budget and Program Evaluation Manager on various budget issues for resolution. She also assists with compliance reporting and pulling financial reports and looking for errors. When errors are caught, she works directly with City Finance to resolve.

With the implementation of MUNIS, Ms. Rakowski was able to take funds traditionally tracked in Excel and bring them into MUNIS. Much of the work she has taken on in MUNIS is advanced level, including importing journal entries directly into MUNIS as budget amendments and creating controls. The agency’s implementation of SharePoint has also created new duties and responsibilities. Ms. Rakowski has established and manages SharePoint libraries, which allow the Division to access data and information in a centralized, collaborative fashion; and the incumbent has created an electronic time-sheet function for efficient payroll processing of complicated exception-time workgroups, thus reducing the amount of time needed to process payroll.

Given the frequent interaction Ms. Rakowski has with Finance, and Randy Whitehead, Principal Accountant in particular, I discussed her duties with him and he concurred her work was that of an Accounting Technician 2 level. The ability to provide general consultation on accounting standards and the ability to gather and review pertinent data and prepare standardized reports on financial and operational information is reflected in the class specification for Accounting Technician 2.

Because of the reasons outlined in this memo, I recommend the Program Assistant 1 position, occupied by M. Rakowski, be recreated as an Accounting Technician 2 position and the incumbent be reallocated.

We have prepared the necessary Resolution to implement this recommendation.

Editor’s Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
20/11	\$45,542	\$50,478	\$57,096
20/14	\$49,622	\$55,040	\$61,645

cc: Tom Conrad—Interim Housing Operations Program Manager
 Lisa Daniels—Housing Administrative Coordinator
 Natalie Erdman—Director of Planning, Community & Economic Development
 Greg Leifer—Employee and Labor Relations Manager