

TO: Finance Committee

FROM: Julie Trimbell, Human Resources Analyst

DATE: June 28, 2019

SUBJECT: Account Clerk 3 / Buyer 2 - Finance Department

Finance Director Dave Schmiedicke is requesting the recreation of a 1.0 FTE Account Clerk 3 position, #801, (CG20, Range 11), currently occupied by Ms. Sue Rebello, to a 1.0 FTE Buyer 2 position (CG16, Range 17) to better meet the procurement needs of City agencies. As the incumbent is retiring on July 17, 2019, it is appropriate to review the position at this time in preparation for the upcoming recruitment. Based on information provided from Principal Accountant Randy Whitehead and Accountant 4 Mary Richards, and reviews of the updated position description (see attached) and other classifications within the City, I recommend recreating position #801 as a Buyer 2 in CG16, Range 17.

The nature of procurement work at the City has changed over the years. The majority of City purchases through the procurement process are now service-oriented as opposed to physical goods. As such, most procurement processes have become more complex, lengthier and include contracts and a consulting aspect. There are currently two Buyers in the Purchasing Unit and their procurement work is being supplemented by assistance from an Accountant. With the upcoming vacant position of #801, the Finance Department plans to address the need for more procurement services through the addition of a third Buyer position. This will also allow the Accountant to focus on professional accounting responsibilities.

The updated position description includes the following responsibilities:

- Provide professional and technical assistance to City agencies in all procurement functions;
- Conduct qualitative proposal evaluations;
- Attempt to achieve cost savings for the City where possible;
- Provide analytical data;
- Recommend disposition of surplus property;
- Participate in the development of processes, methods, priorities and best practice procurement standards;
- Assist in the maintenance and upgrading of the City's ERP purchasing applications, website, and purchasing card program;
- Coordinate and assist with contract negotiation and execution.

The Buyer 2 class specification outlines:

...responsible journey-level professional procurement work in the Purchasing Section of the Finance Department. Work involves providing diverse centralized purchasing services for City departments, placing emphasis on developmental procurement work incorporating qualitative

standards. Under the general supervision of the Accounting Services Manager, work is characterized by significant independence and initiative in meeting program objectives within established parameters.

Because the responsibilities of this position have changed to include professional and administrative procurement work, the classification of Buyer is appropriate for this position. The recommendation to recreate as a Buyer 2 will allow for career progression from a Buyer 1. As this position will become vacant at the time of approval and the Buyer 2 classification already exists in the City’s classification scheme, recreation of the Account Clerk 3 position within the Finance operating budget may be authorized directly by the Finance Committee, according to Mayoral APM 2-4. Therefore, I am recommending recreation of the 1.0 FTE Account Clerk 3 position (CG20, Range 11), #801, to a 1.0 FTE Buyer 2 position (CG16, Range 17), within the Finance operating budget. The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2019 Annual Minimum (Step 1)	2019 Annual Maximum (Step 5)	2019 Annual Maximum +12% longevity
20/11	\$48,443	\$54,225	\$60,732
16/17	\$60,416	\$69,715	\$78,080

- cc: Dave Schmiedicke – Finance Director  
 Randy Whitehead – Principal Accountant  
 Mary Richards – Accountant 4  
 Greg Leifer – Employee and Labor Relations Manager