

To: Personnel Board

From: Emaan Abdel-Halim, HR Services Manager

Date: January 3, 2023

Subject: Accountant 4–Finance Department

The Human Resources Department received a request from the Finance Department through Finance Director David Schmiedicke to reallocate the incumbent, J. Dempsey, of position #777 to the budgeted level of Accountant 4 based on increased duties and responsibilities. After reviewing the updated position description and a review of the duties and responsibilities that J. Dempsey has taken on, I agree with the recommendation for the reasons outlined in this memo.

The class specification for an Accountant 4 describes

...advanced program supervisor level of the professional accountant series. Employees at this level **develop and supervise** major City Accounting functions. This level is distinguished from the Accountant 3 level in that **employees' function with a higher degree of independence** (i.e. receive less supervision), the work is more **developmental in nature** (as opposed to administrative), and employees are **delegated greater authority in developing and implementing complex accounting programs**. Employees typically supervise professional, paraprofessional, and/or clerical employees and their work products. [emphasis added]

Relevant examples of duties include

Perform complex and varied professional accounting functions with a high degree of independence. Provide high level expertise in the analysis of accounting/financial issues.

Develop and implement accounting/financial systems and programs.

Prepare detailed reports and analysis, incorporating policy level recommendations.

J. Dempsey started his career with the City in the Parks Division finance section and promoted to the Finance Department as an Accountant 2 in 2020. J. Dempsey was promoted to an Accountant 3 as proficiency was gained. J. Dempsey is part of the general accounting team, led by Principal Accountant Cory Johnson. J. Dempsey has been given primary responsibility for all things related to the City's Enterprise Resource Planning system (ERP), MUNIS, which was developed and implemented by Tyler Technologies. The ERP affects all City agencies, as the City's budget is developed and created within MUNIS, agency spending is tracked through MUNIS, and all employee-related matters involve transactions within MUNIS. Other agencies use specific modules within MUNIS, such as the Tyler Cashiering program that can handle the receipt of funds for City services. As the MUNIS lead, J. Dempsey plays a critical role interacting with employees at various agencies to troubleshoot issues. J. Dempsey also is a primary contact directly with Tyler Technologies to address issues or concerns, and to work on implementation of new modules within the system.

A recent major project that J. Dempsey led was the migration of the Water Utility's billing system into MUNIS. The project involved integrating the Utility's smart meter reading system into MUNIS so that customers could be billed correctly. J. Dempsey worked with Water Utility staff and Tyler Technologies to test the software to ensure it would meet the City's needs and then

led the actual implementation. J. Dempsey also led the 2022 upgrade of the entire ERP program for the City. This project included an upgrade to the Tyler Cashiering system, an upgrade to MUNIS, implementing new credit card readers, and transitioning the program onto new servers. Again, J. Dempsey was responsible for testing the system prior to implementation of the upgrades. He also worked with staff at various City agencies and at Tyler on the upgrade. These are both complicated projects that involve significant planning, testing, and communication to ensure that everything is completed properly. As the City's subject matter expert on the ERP system, J. Dempsey is meeting the expectations of an Accountant 4 as outlined in the class specification above. He is implementing financial systems and programs, and is working independently to provide high-level analysis on financial matters related to the ERP system.

Based on the updated position description and the high-level work that J. Dempsey is performing within the Finance Department, I recommend that he be reallocated to the budgeted level of Accountant 4. The necessary resolution has been prepared to implement this recommendation.

Editor's Note:

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+12% longevity)
18/10	\$ 74,162.66	\$ 89,130.08	\$ 99,825.69
18/12	\$ 81,073.98	\$ 97,877.52	\$ 109,622.82

cc: Dave Schmiedicke–Finance Director  
 Cory Johnson–Principal Accountant  
 Patti McDermott-Accounting Services Manager