

TO: Board of Estimates

FROM: Sarah Olson  
Human Resources Analyst

DATE: September 25, 2012

RE: Accountant 1 - Finance

The Finance Director has requested a study of the current Payroll Technician 2 position in the Payroll Unit. The current Payroll Technician 2 incumbent was hired in August of 2010 to fill a vacancy due to a retirement. Staffing in the unit consists of a Payroll Supervisor (Accountant 4), professional Accountant 1, and the paraprofessional Payroll Technician 2 (CG20, R15A). In January of 2012, the Accountant 1 in Payroll transferred to a different department, creating a vacancy. With the position being vacant, the Payroll Technician 2 had the opportunity to temporarily take on duties that had previously been done by the former Accountant 1 in addition to her functions as a Payroll Technician 2. In April of 2012, a new Accountant 1 was hired. However, because of the vacancy and the way work was redistributed during that time, the Payroll Supervisor, Pat Skaleski, has determined that it would improve efficiencies in the unit to have a second professional Accountant 1 to continue performing professional-level work related to professional level financial and administrative reporting for WRS, as well as other responsibilities for life insurance premium calculation, and unemployment compensation. The other Accountant 1 in the unit will continue to perform professional level work such as: coordinate, reconcile and authorize payment of the City's health insurance premiums, compute biweekly payroll tax payments, coordinate the annual disability insurance premiums recalculation process and assist with W2 preparation. Both Accountants would be cross-trained in order to provide professional level back-up for each other.

Upon reviewing the work assigned to the proposed Accountant 1 position (see attached position descriptions), I conclude that the position is consistent with the existing classification of Accountant 1. As the Accountant 1 classification already exists in the City's classification scheme, creation of the new position within the Finance Department operating budget may be authorized directly by the Board of Estimates, according to Mayoral APM 2-4. Based on this, I find it appropriate to create a new position of Accountant 1 in the Finance budget and to be posted for internal competition. This position would then be funded by deletion of the existing Payroll Technician 2 position.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2012 Annual Minimum (Step 1)	2012 Annual Maximum (Step 5)	2012 Annual Maximum +12% longevity
18/06	49,671	58,485	65,494

cc: David Schmiedicke-Finance Director  
Pat Skaleski-Accountant 4  
Deb Manowske—Payroll Technician 2