

TO: Personnel Board  
FROM: William Wick, Human Resources  
DATE: April 1, 2024  
SUBJECT: Account Clerk 3 – Parks

On February 8, 2024, Parks Superintendent Eric Knepp submitted a request to Human Resources for a study of Account Clerk 3 position #1471 in CG 20, Range 11; currently filled by Jay Walters. The request indicates that this position, which has a working title of Payroll Specialist, is responsible for highly specialized functions and is expected to be the division's subject matter expert within the areas of payroll, personnel services, and budgetary documentation. After a review of the updated position description, meetings with Parks Financial and Administrative Manager Jen Stoiber and employee Jay Walters, and upon a full analysis, I recommend the following for the reasons outlined in this memo.

- Recreate position #1471 as an Administrative Assistant in CG 20, Range 14; and
- Reallocate the employee, Jay Walters, to the new position.

Position #1471 was recreated in the 2017 Parks operating budget as an Account Clerk 3, after previously having been classified as an Administrative Clerk 1 (CG20/R09). At that time, the position was vacant and the memo to Finance Committee (dated August 21, 2017 and authored by HR Services Manager Mike Lipski) stated, "This position has traditionally been responsible for processing the Parks Division payroll and other administrative functions. . . Parks has determined that this position should be refocused to provide higher level support in budget monitoring. . . this position could provide higher-level financial support in budget monitoring/maintenance, and purchasing. . . The position will still have responsibility for payroll and HR functions, but this would be only 50% of the position. An additional 45% will be spent monitoring projects, tracking time and charging the time to appropriate projects, initiating budget transfers, and assisting with other financial responsibilities. . . Parks is looking for someone with a bookkeeping background, who is familiar with basic accounting principles and journal entries."

Jay Walters was appointed to position #1471 as an Account Clerk 3 effective September 19, 2022. Prior to that, Jay had been employed as a Conservation Technician in the Parks Division since April 9, 2012. Jay has a bachelor's degree in Natural Resource Management and, prior to employment with the City Parks Division, worked for nearly seven years as a Service Manager for FedEx Ground, supervising approximately 50 employees to ensure that processing and distribution productivity goals were met. Since September 2022, Jay has performed the full range of functions expected of the Account Clerk 3 position, including training division supervisors on completing onboarding and offboarding documentation/paperwork for a large volume of hourly/seasonal employees (140 hourly/seasonal hires in 2023. The 181 total hires by Parks in 2023 was the highest of any City agency and represents approximately 23% of City HR's overall hiring volume for the year.) so that it is accurate and complies with related state and federal laws. Serving as the Payroll Unit Liaison, Jay administers the division's Kronos timekeeping system by maintaining user profiles and account strings, training staff, and troubleshooting issues; preparing and maintaining biweekly budgetary account status records; providing statistics, analysis, and reports regarding personnel activities.

As the primary NeoGov liaison for the Parks Division, Jay coordinates the various stages of multiple Parks recruitments at any given time. This includes liaising with Human Resources related to recruitments and hiring policy and management of personnel records. The position also liaises with the Finance Department related to Workers' Compensation and serving on the Safety Committee; and functioning as the division's expert of expense claims, Family and Medical Leave, and Absence without Pay. Performance of these duties and responsibilities requires an advanced level of knowledge of related policies, procedures, and practices. Additionally, this position has been cross-trained to perform functions that are the primary responsibility of position #1462, which is classified as Administrative Assistant and has the working title of Purchasing Specialist.

A review of the classification specification for Account Clerk 3 describes the work as:

“. . . responsible **advanced-level accounting clerical work in the preparation and/or processing of various accounting or financial records**. Work may involve coordinating and/or **leading subordinate accounting clerical activities**. This work is **characterized by significant judgment and discretion** in completing assigned tasks or special projects **with a high degree of independence**. [emphasis added]

A review of the classification specification for Accounting Technician 2 (CG20/R14) describes the work as:

“. . . **journey-level paraprofessional accounting work in the development and reconciliation of accounting records/reports, and/or the administration of accounting-related programs**. Under the general supervision of a professional Accountant, **employees exercise judgment and discretion in the completion of assigned tasks**. Work is normally performed with a **high degree of independence within established guidelines**.” [emphasis added]

Finally, a review of the classification specification for Administrative Assistant – Local 60 describes the work as:

“. . . responsible **paraprofessional staff support work relative to the development and implementation of divisional and/or departmental administrative programs and functions**. Work is **characterized by responsibility for a wide variety of administrative services (such as the development and implementation of budgetary documentation and fiscal controls, personnel, purchasing, payroll, and the supervision of office clerical activities); and/or direct responsibility for a comprehensive administrative program requiring the development and integration of diverse and complex operational data inherent to unit operations**. This work is performed with a **high degree of independence and discretion**. Under the general supervision of a department or division head, **work is normally assigned in terms of program objectives and directives; and employees are responsible for establishing the necessary administrative procedures, methods and controls**.” [emphasis added]

The additional duties and responsibilities taken on by this position, including greater responsibility for day-to-day oversight of the Parks Division's payroll, employee leave, workers' compensation, and safety administration and reporting, as well as cross-training to perform job functions of the Purchasing Specialist (classified as Administrative Assistant), better align the work with the Administrative Assistant classification, given the broader scope of work beyond

accounting. For additional consideration, there has been high turnover in this position (eight employees in the past decade), with several employees noting in exit interviews that the classification and compensation are not commensurate with the performance of high-level duties and responsibilities expected of the position.

Based on the analysis detailed in this memo, I recommend that Account Clerk 3 position #1471 in CG 20, Range 11 be recreated as an Administrative Assistant in CG 20, Range 14 and that the employee, J. Walters, be reallocated to the new position.

The necessary resolution has been prepared to implement these recommendations.

Editor's Note:

Effective Date: February 18, 2024

Compensation Group/Range	2024 Annual Minimum (Step 1)	2024 Annual Maximum (Step 5)	2024 Annual Maximum (+12% Longevity)
20/11	\$55,484.52	\$62,105.94	\$69,558.58
20/14	\$60,453.90	\$67,054.78	\$75,101.26