

TO: Finance Committee

FROM: Julie Trimbell, Human Resources Analyst

DATE: July 17, 2019

SUBJECT: Grant Writer / Accountant 4 - Finance Department

Finance Director David Schmiedicke is requesting the recreation of a vacant 1.0 FTE Grant Writer position, #4358, (CG18, Range 8) to a 1.0 FTE Accountant 4 (working title of Grants Supervisor) position (CG18, Range 12) to better meet the grant accounting, reporting and compliance needs for the City. Based on information provided from Accounting Services Manager Patti McDermott and a review of the updated position description (see attached) and other classifications within the City, I recommend recreating position #4358 as an Accountant 4 in CG18, Range 12.

The Grant Writer classification was initially created in 2012 as part of the Community Development Division. As originally conceived, the position was devoted to "...securing external funding to support activities and programs benefitting the citizens of Madison and advancing the city's mission and priorities." Over time, the position was relocated in the Finance Department to be better able to centrally serve City agencies. Now, due to the retirement of the former incumbent, and after consultation with the Mayor's Office, the Finance Department has taken this opportunity to analyze their needs and believe a professional accounting position focused on grant accounting functions will best meet the needs of the City. The position will be reallocated from the Budget and Auditing Section to the Accounting Services Section.

The updated position will mainly be responsible for planning, coordinating and directing the grant accounting functions, department staff and activities of the Accounting Services Section. Having a position dedicated to grants will provide a stronger presence and assistance in working with agency staff to identify potential grant opportunities to increase revenue and city services, and greater compliance with grant reporting requirements resulting in fewer penalties or loss of revenue. This position will direct agency staff on best practices for utilizing the Enterprise Resource Planning (ERP) System in relation to grants, and assist with proper internal controls, policies and grant reporting procedures. This level and type of grant work is necessary to ensure compliance and uniformity from grant application, set-up, and reporting, through grant finalization/closure. While the Grant Writer was focused on seeking out grant opportunities, the updated position description shows a broader focus on all accounting functions related to grants and providing greater technical support for agencies.

The updated position description includes the following responsibilities:

- Administer and maintain citywide policies, procedures, and internal controls related to grants and grant programs;
- Implement and lead changes made to Federal and State Uniform Guidelines;
- Responsible for modified and accrual basis of accounting for grants;

- Prepare the annual Report on Federal and State Awards, and direct the completion of the annual Single Audit and supporting schedules;
- Serve as citywide administrator for federal and state grant systems;
- Identify, assist, coordinate and prepare complex grant applications and facilitating agency efforts to coordinate with non-city entities on grant applications;
- Perform random audits for compliance;
- Serve as the ERP System Administrator for grant transactions; and
- Lead and serve as liaison to the Grants Users Group, including training of agency points of contact.

The Accountant 4 class specification outlines:

This is the 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.

Because the responsibilities of this position will change to include professional accounting work and the supervision of grant accounting functions, the classification of Accountant 4 is appropriate for this position. As the Accountant 4 classification already exists in the City's classification scheme, recreation of the Grant Writer 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 Grant Writer position (CG18, Range 8), #4358, to a 1.0 FTE Accountant 4 position (CG18, Range 12), 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
18/08	\$63,911	\$75,840	\$84,941
18/12	\$75,840	\$91,560	\$102,547

cc: David Schmiedicke – Finance Director
 Patricia McDermott – Accounting Services Manager
 Mary Bottari—Deputy Mayor