

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: October 13, 2022

SUBJECT: Administrative Analyst 2 – CDA Housing Operations

The Human Resources Department received a request from Housing Operations Program Manager Larry Kilmer and Housing Operations Analyst Lisa Daniels on July 27, 2022 to study the 1.0 FTE position #1029 of Administrative Analyst 2 (CG 18, Range 8), currently filled by Anne Slezak. Upon reviewing the updated position description, the current class specification and other related class specifications, and conducting interviews with Anne, Lisa, Larry, and Department of Planning, Community and Economic Development (DPCED) Director Matt Wachter, as well as Finance Department staff, Budget and Program Evaluation Manager Christine Koh, Administrative Analyst 4 Betsy York, Principal Accountant Randy Whitehead, and Accountant 3, Katie Stauffer, I recommend the following:

- Recreate position #1029 to the classification of Accountant 3 in CG 18, Range 10;
- Reallocate the employee to the new position.

Position #1029 has been responsible for financial management of the CDA Housing Operations operating budget (currently \$32M), which also contains a small capital budget, as well as asset management, tax credit compliance, and grants management work. In 2021, the DPCED Administrative Services Manager (CG18, Range 15), who oversaw budgeting and performance excellence for all DPCED agencies, resigned and the CDA Redevelopment budget and financial responsibilities were reassigned to position #1029. This includes an operating budget of \$1.9M and a capital budget of \$10.5M, which can vary and covers different projects during any given year. The CDA acts as a redevelopment authority eliminating and preventing substandard, deteriorated, and blighted areas through redevelopment activities to provide safe and sanitary dwelling accommodations for persons of low income.

As the work of this position has evolved and become more complex, it is necessary to determine whether the current classification is still appropriate for the work being performed. The Administrative Analyst 2 classification specification describes:

...responsible **professional analytic work** primarily in the areas of economic, financial and **policy analysis**, and in the development and administration of City agency budgets **within the City's Finance Department. Work is performed** independently within applicable policy and procedural guidelines **under the supervision of the Budget and Program Evaluation Manager.** [emphasis added]

This classification is reserved for professional employees within the Finance Department who conduct management audits, program evaluations and special studies, and work more broadly with an array of financial staff in other City agencies to provide expertise

and advice regarding budgets and the budget process. The responsibilities of position #1029 include the full scope of financial management of various complex accounting entities, which involves:

- Overall increased budget amount and multiple budgets, including a capital budget for redevelopment purposes requiring system set ups with new projects;
- Financial analysis, strategic planning, operational decision making, forecasting and projections, process improvements, and streamlining of accounts;
- Compliance with complex Housing and Urban Development (HUD), City, State, and other Federal regulations and reporting requirements, which requires in depth analysis and determination of superseding authority;
- Numerous financial statements and budget locations;
- Grants management, asset management and contract work;
- Coordination and negotiation of audit findings with external entity (SVA);
- Tax Increment Financing (TIF) funds;
- Ensuring compliance with MRCDC (non-profit agency) and commercial/third party managed property portfolio;
- Relationship building with tax credit agencies, LLC investors, and external banks;
- CDA Board of Commissioners and Common Council reporting and presentations;
- Financial consultation and guidance for CDA professional and management staff;
- Liaison with Finance Department staff;
- Serving on the CDA Housing Operations Management Team;
- Oversight of payroll processing by lower level staff.

The management of this work is complex and requires in-depth financial knowledge and analysis, which warrants a higher salary range. The scope of much of this work falls within the Accountant series of classifications.

The Accountant 3 (CG18, Range 10) classification describes:

...responsible professional accounting work preparing financial statements, conducting audits, analyzing expenditures, processing payroll, and and/or performing other related professional accounting activities and functions. Work requires broad-based accounting knowledge and is characterized by the exercise of judgment and discretion.

Work in this classification includes the following:

- 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.
- Oversee work of lower-level employees on a project basis as required.

This classification and level aligns well with the responsibilities previously listed for position #1029. In terms of placement in relation to financial managers in other City agencies, the following positions were reviewed:

- In CG18, Range 15, the Police Administrative Services Manager has responsibility for a large operating budget of \$86.6M and a smaller capital budget, with a complex payroll system, and numerous grants and police stations. This position supervises three professional positions and three paraprofessional employees with two other indirect reports. The Water Utility Financial Manager position is also at this level with budgets of \$46.8M in operating and \$8.6M in capital, and the added responsibility for recommending utility rate changes with oversight by the Public Service Commission regulatory agency. This position directly supervises eleven staff members, including professional Accountants, and a mid-level manager and leadworker, who oversee 10 other employees within Customer Service/Billing and Meter Operations sections.
- In CG18, Range 14, the Engineering Financial Manager oversees four operating budgets totaling \$76.3M and six different capital budgets totaling \$95M. This position also recommends and defends changes to utility rates, and has direct supervision over two professional Accountants and indirect supervision for other paraprofessional and administrative employees. The Transit Finance Manager is also in this range managing budgets of \$63.9M in operating and \$15.6M in capital. The position directly supervises three professional Accountants and six paraprofessional employees indirectly. The position must adhere to the Federal Transit Administrations protocols and standards, and make rate increase recommendations.
- In CG18, Range 12, the Fire Administrative Services Manager manages a large budget of \$66M in operating and \$4.8M in capital, with a complex payroll system, numerous grants and 14 fire stations. In addition, this position supervises two paraprofessional staff members.
- In CG18, Range 8, the Library has an Accountant 2 who manages a \$21M operating budget and \$2M capital budget, and supervises one paraprofessional employee. There are numerous Library locations and grants, however this position reports to the Library Business Operations Manager in CG18, Range 14 and does not sit on the Library Management Team. The work does not involve the complexity of HUD regulations/compliance, multiple operating budgets or the higher budget figures.

In considering the job responsibilities of this position and the scope of financial management positions in other agencies including budget levels and staff supervision, placement in CG 18, Range 10 is appropriate given the level and complexity of work with which this position is responsible for managing. Therefore, I recommend recreating position #1029 as an Accountant 3 in CG 18, Range 10, and reallocating the employee to the new position, all within the Housing Operations budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Effective Date: 8/7/2022

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum +12% longevity
18/8	\$66,981	\$79,484	\$89,022
18/10	\$72,708	\$87,382	\$97,868

cc: Matt Wachter - Department of Planning, Community and Economic Development Director
Larry Kilmer – Housing Operations Program Manager
Lisa Daniels – Housing Operations Analyst