

TO: Finance Committee

FROM: Tameaka Bryant, Human Resources

DATE: September 28, 2021

SUBJECT: Account Clerk 3—Finance

Finance Director David Schmiedicke is requesting that an upcoming vacant position of Account Clerk 3 (#749, CG20, R11) in the Treasury unit, be recreated as an Accounting Technician 3 (CG20, R16) after the upcoming retirement of the incumbent. Finance would like to utilize this position to provide greater technical and accounting computer program knowledge for the Treasury section. After reviewing the Account Clerk 3 position, Finance determined there is a need for a higher level position in order to increase the efficiency, process flows and to provide programmatic support in the implementation of the new taxation system. Following my review of the updated position description and talking with Craig Franklin, Treasury and Revenue Manager; I recommend recreating the soon to be vacant Account Clerk 3 position as an Accounting Technician 3 for the reasons outlined in this memo.

In 2016, this position was reclassified from an Administrative Clerk 1 (CG20, R09) to an Account Clerk 3, as a result of the increased responsibility for the City Room Tax Program and Delinquent Property Tax Program administration. The Account Clerk 3 also was responsible for processing Parking Utility meter deposits, Water Utility monthly billing, and MUNIS software/Tyler Cashiering. With the upcoming Payment Card Industry Compliance requirement and implementation of a new MUNIS tax system, the Treasury unit has an immediate need for a position with a strong skill set in software technology, troubleshooting and problem solving analysis.

In assessing the needs of the Treasury Unit, Mr. Schmiedicke and Mr. Franklin determined there needs to be a position created to provide higher-level accounting programming skills. The Treasury unit is currently in the midst of transitioning from a 1990s era tax system into the MUNIS tax system. In order for an effective transition, this new position will combine accounting, software technology and computer programming skills to assist with the initial inventory of the current system; as well as set up the test cases and troubleshoot the possible errors that may arise in the new system. Because of the need for a higher level analytical skill set and technology experience we are recommending recreating the soon to be vacant Account Clerk 3 position as an Accounting Technician 3. We have prepared the necessary resolution to implement this recommendation.

Editor’s Note:

Compensation Group/Range	2021 Annual Minimum (Step 1)	2021 Annual Maximum (Step 5)	2021 Annual Maximum +12% longevity
20/11	\$50,018.02	\$ 55,987.62	\$ 62,706.02
20/16	\$57,473.52	\$ 64,885.34	\$72,671.56

cc: David Schmiedicke —Finance Director  
 Craig Franklin—Treasury and Revenue Manager  
 Emaan Abdel-Halim-Human Resources Services Manager  
 Harper Donahue IV—Human Resources Director