

TO: Board of Estimates

FROM: Sarah Olson, HR Analyst

DATE: September 16, 2015

RE: Transit Account Clerk 1-Metro Transit

Wayne Block, Metro Transit Finance Manager has requested to recreate a Transit Account Clerk 1 (CG42, Range 07) as a Transit Account Clerk 3 (CG42, Range 11, class number R004), and to be filled through an internal recruitment process. Turnover at Metro Transit has allowed for an analysis of the needs of the agency and the reorganization of job duties. Based on my review of the position description and conversations with Mr. Block and the Teamster's Business Agent Gene Gowey, I recommend that the existing position of Transit Account Clerk 1 (#2917) be recreated as a Transit Account Clerk 3 to be filled through an internal competitive process. The incumbent will underfill the position until the competitive process is complete.

All payroll duties have been transferred to the Finance unit whereas in the past, payroll assistance was being completed by a Transit Operations Office Coordinator and a Transit Maintenance General Supervisor. There is an increased need for a higher level Account Clerk to perform more complex work that includes administering major components of Metro's payroll process and assisting the Transit Accountant 2 with grant related activities. The Transit Account Clerk 3 will take on the processing of shop payroll that were previously in the position description for the Transit Maintenance General Supervisor (CG 44, Range 10). The payroll responsibilities include auditing timecards, verifying leave usage is in compliance with City requirements and the labor agreement, monitor and record FMLA applications and usage for all Metro employees, assist employees with the workers compensation process and prepare documentation and ad hoc payroll reports at the request of Metro Management, City Human Resources, auditors, etc. This payroll work, as it relates to the Transit Operators, is currently performed by another Transit Account Clerk 3. The grant related assistance includes assist in preparation and submission of grant applications, amendments, budget revisions, quarterly grant progress reports and related documents. Although there is a current Transit Account Clerk 1 who has been performing this work, there are other Transit Account Clerks who would be eligible to compete for the position. In conversations with Mr. Gowey, it was agreed that the best process would be to post this position for competition.

The class specification for a Transit Account Clerk 1 shows proceduralized entry-level accounting clerical work in processing cash receipts, assisting payroll, and other data entry and cash handling activities. The Transit Account Clerk 2 is responsible objective-level accounting clerical work in the preparation and/or processing of various accounting or financial records. A Transit Account Clerk 3 is responsible advanced-level accounting clerical work in the preparation and /or processing of various documents and financial records. The class specification for a Transit Account Clerk 3 states

Investigate and respond to payroll related issues from employees, auditors, other City agencies, etc. Review represented employee time data and verify compliance with all related provisions of the labor contract.

Assist employees with the Workers Compensation process and prepare WC related reports. Maintain manual record of AWOP and FMLA time used.

Because of this, I recommend that the current Transit Account Clerk 1 position be deleted and recreated as a Transit Account Clerk 3 in the Metro Transit Department budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
42/07	\$32,309	\$43,078	\$48,256
42/11	\$36,609	\$48,811	\$54,678

cc: Chuck Kamp-Metro Transit General Manager
Wayne Block-Metro Transit Finance Manager
Greg Leifer-Labor Relations Manager