

TO: Finance Committee

FROM: Mike Lipski, Human Resources

DATE: August 21, 2017

SUBJECT: Account Clerk 3—Parks

The Parks Division currently has an Administrative Clerk 1 (CG20, R09; position #1471) vacancy. This position has traditionally been responsible for processing the Parks Division payroll and other administrative functions. After reviewing the position, Parks has determined that this position should be refocused to provide higher level support in budget monitoring. As a result, a new position description has been drafted outlining these duties. Following my review of the updated position description and talking with Parks Assistant Superintendent Kay Rutledge and Accountant Ryan Wiesen, I recommend recreating the vacant Administrative Clerk 1 position as an Account Clerk 3 (CG20, R11) for the reasons outlined in this memo.

The recently-vacated Administrative Clerk 1 position in Parks has handled payroll processing and division HR-related processing. This includes work in NEOGOV, MUNIS, and processing worker's compensation paperwork. These 2 responsibilities have taken approximately 75% of the position's time. However, the most recent incumbent has been able to create efficiencies in this work, which means the 75% time estimate is no longer accurate. In addition, Parks is moving to a new timekeeping system which will make payroll processing more efficient. As a result, Parks is taking the opportunity to reevaluate its needs with this position.

In looking at the needs of the Division, Ms. Rutledge and Mr. Wiesen have determined that 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. Because this work has become more financial in nature, Parks is looking for someone with a bookkeeping background, who is familiar with basic accounting principles and journal entries. After reviewing the updated position description, I conclude that the work is similar in nature to the Account Clerk 3 classification, in CG20, Range 11. The proposed position description is similar to a position in the Water Utility, where the Account Clerk 3 has responsibility for budgets, HR work, and payroll.

Because this work aligns with the classification of Account Clerk 3, I recommend that the vacant position of Administrative Clerk 1 be deleted and recreated as an Account Clerk 3 in the Parks Division budget. We have prepared the necessary resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
20/09	\$43,788	\$49,233	\$55,141
20/11	\$46,454	\$51,998	\$58,238

cc: Eric Knepp—Parks Superintendent
Kay Rutledge—Assistant Parks Superintendent
Ryan Wiesen—Parks Accountant 2
Greg Leifer—Employee and Labor Relations Manager