

TO: Finance Committee

FROM: Tameaka Bryant, Human Resources

DATE: May 12, 2022

SUBJECT: Administrative Support Clerk 2 - Finance Department

The Finance Director David Schmiedicke is requesting a vacant position of Administrative Support Clerk 2 (position #788) in CG20 R09 be recreated to Administrative Analyst 4 in CG18 R12. After a review of the position description, as well as conversations with Finance Director Schmiedicke; Christine Koh, Budget and Program Evaluation Manager; Coleen Lisauskas, Payroll Supervisor and Patti McDermott, Accounting Services Manager; I recommend recreating the vacant Administrative Support Clerk 2 to an Administrative Analyst 4 within the Finance Department operating budget.

This study is a part of a series of movements to reallocate staffing across the Finance Department. The initial shift, which began the series of movements, was the transfer of position #806 of Accountant 4 in CG18 R12 from Budget and Program Evaluation to Accounting Services. This position recently vacated and shifting the position allowed for Accounting Services to fill an immediate need for an additional Payroll Accountant position. The Payroll section has experienced an increase in complexity of pay and benefits over time as well as more payroll changes such as new hires, promotions, transfers and other employee movements across the City. Additionally, financial software (MUNIS) programming changes and updates previously done by Information Technology are now implemented by the payroll section staff. Additionally, now the section set ups all election officials in MUNIS and performs payroll for these positions which previously Payroll only entered the payroll for the election officials that earned over \$600. The volume of work expected from the Payroll unit has increased as they are now responsible for reconciling and reimbursing employee expenses, which needs to be provided on a payroll advice/check and was formerly done by Accounts Payable. In addition, Public Health expenses transitioned from Dane County to City Payroll via an intergovernmental agreement. Lastly, the increased features and the complexity of MUNIS have added significant workload to staff, as it takes longer to do certain tasks; for instance entering a personnel action form previously took 5 minutes to now taking 20 minutes. This is largely caused by city staff reporting and reconciling more data within the Enterprise Resource Software.

Since position, #806 is classified as an Accountant 4 there is no need for a reclassification request to account for the movement. The Payroll Supervisor will move forward with filling this position, and will officially move the position to Accounting Services of Finance in the 2023 budget.

The next step in the series of movements is to recreate the vacant Administrative Support Clerk 2 position to Administrative Analyst 4. This position recently vacated because of the former employee's retirement.

By reclassifying the Administrative Support Clerk 2, the Budget and Program Evaluation unit will return to its full staffing level with a 4th Administrative Analyst position and allows the Finance department to modify staffing within the agency's existing budget.

The Administrative Support Clerk position in Finance are floating positions throughout the City, and offer agencies support when there are staffing shortages or for absences in administrative positions for a variety of reasons. The impact of deleting of this Administrative Support Clerk 2 position is that City agencies may have to consider addressing administrative support needs through other means such as rotating staff within their department for administrative coverage, using technology solutions, and/or alternative methods. Election support will remain a top priority for the remaining two Administrative Support team members. The Clerk's Office will also review its processes to address their ongoing election needs, as well as other Finance staff may be utilized to assist with elements of the election officials scheduling process.

For the above reasons, I recommend deleting the vacant position Administrative Support Clerk 2 (#788) in CG20, Range 09, and recreating the position to Administrative Analyst 4 in CG18 Range 12, in the Finance Department operating budget.

We have prepared the necessary Resolution to implement these recommendations.

Editor's Note:

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+12% longevity)
20/09	\$ 47,618.48	\$ 53,540.76	\$59,965.62
18/12	\$ 79,088.88	\$ 95,481.10	\$106,938.78

cc: Christine Koh-Budget and Program Evaluation Manager
 David Schmiedicke – Finance Director
 Emaan Abdel-Halim-Human Resources Services Manager
 Erin Hillson-Employee and Labor Relations Manager
 Harper Donahue, IV – Human Resources Director
 Joe Siefert-Local 6000 Representative
 Walt Jackson-Local 6000 Representative