

TO: Finance Committee

FROM: Emaan Abdel-Halim, Human Resources

DATE: 1 June 2022

SUBJECT: Addition of 1.0 FTE Accounting Technician 2 - Finance Department

At the request of Finance Director, David Schmiedicke; Budget and Program Evaluation Manager, Christine Koh; and Payroll Supervisor, Coleen Lisauskas; this study is to create an additional 1.0 FTE Accounting Technician 2 position for the Payroll section of the Finance Department. After a review of the position description, and conversations with the above managers as well as Patti McDermott, Accounting Services Manager, I recommend creating a new 1.0 FTE position of Accounting Technician 2 in CG 20, Range 14 to support the growing payroll needs for the City of Madison.

In recent years, the Payroll section has experienced greater demands and higher workloads. Such changes include the shift of complex pay and benefits tasks; previously performed by staff outside the Payroll section, are now a part of their workload. Additionally, more payroll changes related to new hires, promotions, transfers and other employee movements across the City has added to their workload. Routine programming changes and updates to the City's financial software (MUNIS) previously done by a Principal IT Specialist, are now implemented by the Payroll staff. Previously the Payroll section only entered payroll for election officials who made over \$600, now they are required to set up over 6,000 election officials in MUNIS for payroll processing. The volume of work continues to increase with added responsibility for Public Health expenses, which transitioned from Dane County; as well as reconciliation and reimbursement of employee expenses; previously done by Accounts Payable. Lastly, the increased features and the complexity of MUNIS added significant workload to staff, as it takes longer to do certain tasks; for instance, entering a personnel action form changed from 5 minutes to 20 minutes.

In conclusion, the Payroll section staffing has not changed in seven years and the resultant changes in workload impacts current employees' ability to take leave, leading to staff burnout and ultimately turnover. The Payroll section is a critical operation for all City employees to receive their pay and benefits in a timely and accurate manner. The current staffing level is not sustainable or effective in meeting the City's essential payroll needs. For the reasons outlined in this memo, I recommend creating a new 1.0 FTE position of Accounting Technician 2 in CG 20, Range 14 to the Finance Department operating budget.

The necessary resolution has been prepared to implement this recommendation.

Editor's Note:

Compensation Group/Range	2022 Annual Minimum	2022 Annual Maximum	2022 Annual Maximum
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	(Step 1)	(Step 5)	(+12% longevity)
20/14	\$ 55,318.38	\$ 61,358.70	\$68,721.64

cc: David Schmiedicke – Finance Director
Christine Koh-Budget and Program Evaluation Manager
Patti McDermott- Accounting Services Manager
Coleen Lisauskas - Payroll Supervisor
Erin Hillson-Employee and Labor Relations Manager
Harper Donahue, IV – Human Resources Director
Joe Seifert - Local 6000