

To: Personnel Board
From: Gail Glasser
Subject: Engineering Financial Officer Position
Date: August 7, 2009

The City Engineer (now retired) and Assistant City Engineer, Rob Phillips, requested that the position of Engineering Financial Officer be studied to evaluate the impact of currently assigned duties on the class.

In 2007 the agency's Accountant 2 position was studied and reclassified from CG 18 R 08 to the current classification in 18/10, based on the need for the agency to assign a broader range of financial and administrative services than those performed by employees in the Accountant 2 class. Comparison to the Streets Operations Analyst and Library Administrative Services Manager classes (18/10) were made in determining placement of the new class. The incumbent in the study position successfully applied for the new Engineering Financial Officer position and has performed the work since February 25, 2007.

The Engineering Financial Officer class calls for "responsible professional and administrative work in the development, coordination and management of the Engineering division's financial programs and in the provision of associated administrative services." It identifies "professional expertise, independent judgment and discretion in meeting program objectives" as requirements, and states "The employee may supervise or lead clerical and/or paraprofessional staff in the administration and/or coordination of related services." Currently assigned duties include these administrative elements. The study request points out that the level of responsibility and complexity and of currently assigned work, particularly financial responsibilities, are at a higher level than called for by the general "meeting program objectives." The position now has responsibility for supervision of a professional Accountant 2 position.

Recent study of the vacant Parks Administrative Services Manager position, again based on the agency's need to assign a wide range of financial and administrative duties, resulted in upward reclassification to the new Parks Financial and Administrative Manager. That study recommended a new CG 18 range 12 position incorporating both areas of responsibility, identified as being comparable to the Administrative Services Manager positions in Police and Fire Departments. Those positions emphasize "knowledge of the principles and practices of business management and public administration" and require "three years of responsible administrative and analytic work performing budget development, analytic and administrative work" (Police) and comparable experience "which included the areas of internal management, systems and procedures analysis; fiscal and budgetary management and analysis; and the development, administration, and monitoring of administrative procedures" (Fire).

The Engineering Division's position is described as having primary responsibility for finance for the division. In that capacity it is part of the management team, reporting to the City Engineer through the Assistant City Engineer. It has responsibility for development and management of the capital budget, including Engineering—Major Streets, Engineering—Other, Facilities Management, Sewer Utility, Stormwater Utility. The position is responsible for developing, coordinating, monitoring and controlling \$47.3 million in the operating budgets for Sewer Utility, Storm Water Utility, Landfill Remediation and for the division. It prepares, coordinates, or supervises preparation of agency or account transfers for labor, material, or equipment costs, and invoices other public agencies for engineering services in accordance with agreements,

and oversees or conducts the annual internal audit of operations and capital expenditures of the Engineering Division, Sewer Utility and Stormwater Utility, and works with the City’s external auditors in the audit of public works infrastructure assets, TIF transfers, and other areas of division financial responsibility.

Responsibilities specific to utilities include development of rate structures (annually) and submittal to regulatory bodies (Board of Public Works, Board of Estimates, Common Council). The incumbent in the position manages and makes recommendations for annual borrowing for the division, including Sewer Revenue Bonds and General Obligation Bonds, and works with the City Attorney’s office to effect Ordinance changes to support the rate changes. Reporting of plant value and depreciation calculations according to GASB rules and format is required. Should Sewer Utility rates be challenged and a formal appeal filed with the Public Service Commission of Wisconsin, the position would be responsible for presenting and defending the utility’s case to that body. These duties are consistent with Accountant 4 assignments, the “advanced program supervisor level” of the Accountant series, distinguished from those of Accountant 3 not by City-wide duties and responsibilities such as those characterizing work in the Comptroller’s Office but by specialized duties for the work of the Engineering Division. There is overlap with duties of the Water Utility Accountant 4 position, with similar program responsibilities.

The Engineering Division position has been assigned administrative responsibility for stimulus projects through the Wisconsin DNR, dealing with billing and grant administration for such projects. Administrative duties of the position further include providing expertise and evaluation of programs, preparing supporting reports for department activities, development of information services and business systems for utility applications, participating with other City staff in evaluation of accounting systems for the City, and agency purchasing card oversight. Assigned duties also include tracking of some aspects of division training, and responsibility for investigation of employee division policy violations. The position also coordinates division activities with the Department of Civil Rights.

The currently described level of responsibility supports a classification comparable to the Parks and Fire Administrative Services Managers, the new Parks Financial and Administrative Manager position, and Accountant 4 in the classification system, 18/12, and we therefore recommend reclassification consistent with these comparable positions and reallocation of the incumbent to the new position. It is also appropriate to reflect the managerial level of the class in a changed title, Engineering Financial Manager. While administrative duties are a significant part of the work, the requirement is subsumed by the managerial level of duties.

The attached class specification reflects the recommended changes. The necessary Ordinance and Resolution to implement the recommendations have been prepared.

<i>Comp Group/Range</i>	<i>2009 minimum (St 1)</i>	<i>2009 maximum (St 5)</i>	<i>Max w/ 12% longevity</i>
18/10	\$56,781	\$68,241	\$76,440
18/12	\$62,073	\$74,938	\$83,928

Copies: Rob Phillips, Assistant City Engineer
Incumbent