

TO: Board of Estimates  
FROM: Mike Lipski, Human Resources  
DATE: March 20, 2015  
SUBJECT: Accountant-Police

At the request of Police Chief Mike Koval and Administrative Services Manager Terri Genin, I have been asked to review a proposed new position within the Police Department. Police needs an employee who can coordinate the Training Center enterprise accounting system and manage the MPD contract and capital expenditure process. This work involves the application of professional accounting theory, cost analysis, development and review of financial reports, and audit work. The position will be responsible for managing project accounts and overseeing billings. In reviewing the proposed position description (attached), I conclude that this work fits within the professional Accountant series. Finance Department staff has also reviewed the proposed work and agrees that this work aligns with the professional Accountant series. I recommend creation of an Accountant 2 position within the Police Department operating budget, with the intent that Police will underfill at the Accountant 1 level.

Because Police is seeking to add a position within an existing classification, this is appropriately routed directly to the Board of Estimates for approval pursuant to APM 2-4. We have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
18/06	\$52,381	\$61,674	\$69,075
18/08	\$56,816	\$67,422	\$75,512

cc: Mike Koval-Police Chief  
Terri Genin-Administrative Services Manager