

TO: Board of Estimates

FROM: Sarah Olson, Human Resources

DATE: February 24, 2016

RE: Account Technician 3-Finance Department

The Finance Department will have a vacant Account Technician 3 (Pos. #769; CG20, R16) position due to a retirement effective May 3, 2016. Due to the vacancy, Finance Director David Schmiedicke has reviewed the position and is requesting that the position be recreated as a Buyer 2 (CG16, Range 17). The incumbent will be expected to begin live deployment of the newly created electronic bidding application within MUNIS. Given MUNIS and staff efficiencies, the remaining duties of the Accounting Technician 3 have been reallocated to a recently-hired Accountant 1. Based on the submitted position description and the fact that the remaining duties of the Accounting Technician 3 have been reassigned, I agree that the position should be recreated at the level of Buyer 2.

The Buyer 2 is responsible operational-level professional procurement work in the purchasing section of the Finance Department. Work involves providing diverse centralized purchasing services for City agencies, placing emphasis on developmental procurement work incorporating qualitative standards. In reviewing the proposed position description, 70% of the position involves performing and coordinating procurement operations by providing professional and technical assistance to city agencies in all procurement functions; determining need, ensuring that bidding processes are equitable, competitive and in accordance with regulations; evaluating proposal responses, tabulating results, etc. The remaining time the incumbent will be responsible for leading and managing activities for the City's ERP procurement software and other subsidiary systems.

A large project for the incumbent will be to lead agency staff and vendors to provide, receive, submit and evaluate bids and Request for Proposals (RFP's) using an electronic format. This is new functionality for City staff to use and training is planned for the second to third quarter of 2016. This functionality in MUNIS will allow vendors to receive and respond to procurement documentation electronically. The process will streamline bidding and RFP's as well as add efficiency among procurement and vendor staff. This will also assist central procurement staff to respond more effectively to open records requests by having the data electronically. Vendors will also have better access to their submitted data and will know the status of bidding and RFP's activities city-wide electronically. This project and the duties listed on the position description are in line with the class specification for a Buyer 2. Because of this, I recommend recreating the to-be-vacant position #769 of Accounting Technician 3 as a Buyer 2, effective with the retirement of the incumbent on May 3, 2016.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
20/16	\$51,224	\$57,830	\$64,770
16/17	\$55,597	\$64,154	\$71,853

cc: David Schmiedicke, Finance Director
Greg Leifer-Employee & Labor Relations Manager