

TO: Board of Estimates

FROM: Sarah Olson, Human Resources

DATE: December 15, 2016

SUBJECT: Accountant 3 – Finance

At the request of the Finance Director, David Schmeidicke, and Principal Accountant Randy Whitehead, I have studied the position of Accountant 3 (CG 18, Range 10-position #4498). The position was recently filled and the incumbent was undergoing the position study process and set to be on the January Personnel Board as a recommendation to Accountant 4, but has since promoted to another City agency. In order to continue to maintain operations at this level, Finance is still looking to recreate this position of Accountant 3 to an Accountant 4. This position will lead the implementation and training efforts for the MUNIS Bid Central and Vendor Self-Service for City Finance. Based on my review of the current position description and of the classification specifications for Accountant 3 and Accountant 4, I conclude that the current position of Accountant 3 should be recreated as an Accountant 4 in CG18, Range 12.

The classification of Accountant 3 is defined as:

...the **limited program supervisor** level and/or **advanced project level** of the **professional Accountant** series. Under the general supervision of a higher manager, employees at this level **supervise specific City accounting functions of limited scope** and/or **perform a wide variety of high level professional accounting projects** or assignments. Employees typically supervise professional, paraprofessional, and/or clerical employees. [emphasis added]

The classification of Accountant 4 is defined as:

...the **advanced program supervisor** level of the professional accountant series. Employees at this level **develop and supervise major City Accounting functions**. This level is distinguished from the Accountant 3 level in that employees function with a **higher degree of independence** (i.e. receive less supervision), **the work is more developmental in nature** (as opposed to administrative), **and employees are delegated greater authority in developing and implementing complex accounting programs**.

This position will continue to supervise the professional staff of the Purchasing section and will continue to lead the implementation and training efforts for the MUNIS Bid Central and Vendor Self-Service applications expected LIVE in the third quarter of 2017. In addition, this position will continue work to meet new OMB A-133 grant procurement compliance procedures that are effective January 1, 2017. The supervision of these two major accounting initiatives and staff are in line with the class specification for Accountant 4.

The position description also describes various programs in which there is supervision and oversight including the City Purchasing Card Program, Procurement Training, City Contracting, the City's financial statements and reporting requirements, Procurement User Group, and accounting and procurement financial system applications.

These professional accounting duties, which involve supervision of staff and authority in developing and implementing complex accounting programs clearly falls into the advanced level of responsibilities expected of an Accountant 4.

For all the reasons discussed in this memo, this level of work is expected at the Accountant 4 level and consistent with the examples of duties and responsibilities found in that class specification. As such, I recommend the position be recreated as an Accountant 4.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

| Compensation Group/Range | 2017 Annual Minimum (Step 1) | 2017 Annual Maximum (Step 5) | 2017 Annual Maximum (+12% longevity) |
|--------------------------|------------------------------|------------------------------|--------------------------------------|
| 18/10 | \$65,222 | \$78,384 | \$87,790 |
| 18/12 | \$71,299 | \$86,078 | \$96,407 |

cc: David Schmiedicke –Finance Director
Randy Whitehead – Principal Accountant
Mike Lipski – HR Services Manager