

TO: Board of Estimates

FROM: Sarah Olson, Human Resources

DATE: March 6, 2017

SUBJECT: Administrative Services Supervisor – Finance

At the request of the Finance Director, David Schmiedicke, I have studied the vacant 1.0 FTE position of Comptroller's Office Administrative Support Services Supervisor (CG 18, Range 6-position #767). Because of the incumbent's retirement, Mr. Schmiedicke has reviewed the agency's need and is requesting a shift in responsibilities. After reviewing the proposed updated position description, I recommend the position to be recreated as an Administrative Analyst 3 in CG 18, Range 10 for the reasons outlined in this memo.

According to the updated position description, this vacant position will be working on special initiatives related to the core business activities of the Finance Department. Approximately 50% of the position's time will be spent performing data analysis on City-wide systems, working with the Budget Manager on budget process planning and development efforts, assisting with developing and maintaining performance measures, and working with the Accounting Services Supervisor on special projects related to financial reporting and internal controls. In addition, this position will develop and monitor the Finance department budget and develop reports for Department managers. Lastly, the position will continue to manage the administrative services functions which include supervision of the reception activities, preparation of agendas for various meetings and performing personnel related tasks. However, this will only account for approximately 20% of the position's time. Other work related to risk management and supervision of document services and the administrative support unit. are being reassigned to other staff.

The classification of Administrative Analyst 3 is defined as:

... journey-level of the professional Administrative Analyst series. **Work is performed with a high degree of independence within applicable policy and procedural guidelines and may involve self-initiated work consistent with the needs of the organization.** Employees are assigned **varied and responsible analytic activities and prepare substantive study recommendations for policy body consideration. Work may include providing leadership, advice, and consultation, on a project basis.** Work is performed under the general supervision of the Budget and Audit Manager. [emphasis added]

As discussed above, this position will be performing complex budget duties and special projects which require a high degree of analysis and independent recommendations for the Finance Director. This position will be expected to provide leadership and consultation in the development of the budget, performance measures, and work on other special projects, all which are expected at the Administrative Analyst 3 level.

For all the reasons discussed in this memo, this level of work is consistent with the examples of duties and responsibilities found in the Administrative Analyst 3 class specification. As such, I recommend the position be recreated as an Administrative Analyst 3.

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)
18/06	\$55,394	\$65,222	\$73,048
18/10	\$65,222	\$78,385	\$87,791

cc: David Schmiedicke –Finance Director
Mike Lipski – HR Services Manager