

TO: Personnel Board

FROM: Susan J. Gafner

DATE: March 29, 2017

SUBJECT: Accountant Tech 2 (C. Haskin) and Administrative Clerk 1 (H. Hart)

At the request of the City Traffic Engineer/Parking Manager, David Dryer, and Traffic Operations Manager, Lynn Christoph, a study was conducted of the Program Assistant 1 position, (#1192; CG20- R11) currently occupied by Caroline Haskin, and Administrative Clerk 1 position, (#1237; CG20-R09) currently occupied by Hayley Hart. The request for both of these positions to be reclassified at the same time is due to an increased workload in maintenance related to financial records after the introduction of MUNIS in 2015, software implementation, and new programmatic responsibilities for C. Haskin. Duties and responsibilities previously conducted by C. Haskin were given to H. Hart so the overall workload for Traffic Engineering could be balanced and maintained. Based on conversations with Ms. Christoph and the incumbents, and upon reviewing the position descriptions, I recommend the following:

- Reclassify H. Hart from an Administrative Clerk 1(CG20-R09) to a Program Assistant 1 (CG20-R11)
- Reclassify C. Haskin from a Program Assistant 1(CG17-R11) to an Accounting Technician 2 (CG20-R14)

A review of the class specification for Program Assistant I (see attached) shows:

...responsible programmatic support work in a City department, division or other independent program unit. Employees in this class support a particular program or programs by performing or coordinating specialized program functions, interpreting and applying programmatic policies and procedures, and performing administrative tasks in support of the program. The work requires exercising considerable judgment and discretion in the interpretation and application of policies. Employees in this class work under the general supervision of the department, division, or program head and may provide direction to limited numbers of permanent and/or non-permanent staff. Work is distinguished from an Administrative Clerk in that Administrative Clerks perform a wide range of administrative tasks whereas a Program Assistant is responsible for coordinating program functions and related administrative tasks in support of a program and which require more in-depth knowledge of program operations in order to carry out such tasks.

A review of the class specification for Accounting Technician 2 (see attached) shows:

...journey-level paraprofessional accounting work in the development and reconciliation of accounting records/reports, and/or the administration of accounting-related programs. Under the general supervision of a professional Accountant, employees exercise judgment and discretion in the completion of assigned tasks. Work is normally performed with a high degree of independence within established guidelines.

Ms. Haskin was hired in 2012, and since that time, the Program Assistant 1's position description has changed significantly, with a decrease in the amount of time it takes to process daily work reports and an increase in the accounting function duties. With the implementation of

MUNIS in 2015, Ms. Haskin was able to take funds traditionally tracked in Excel and Access and bring them into MUNIS. Ms. Haskin has then taken on additional duties which include the areas of data collection and financial reconciliation, coordinating computer and network activities, purchasing and payment processing, and billing processes and electrical section services. The ongoing duties of reconciling and billing duties which was previously performed by engineers was reassigned to field operations. This reassignment has increased the financial tracking responsibility for Ms. Haskin and growing responsibility related to computerized systems. The increased financial duties that Ms. Haskin has taken on include Accident Billing, Shared Billing ( for both municipal and private entities), Interagency and inventory reconciliation billing. C. Haskin also is a member of the committee that is implementing the Citywide Asset Management System. She is assisting with the design work process, training staff, and reviewing work orders that are dispersed to multiple staff.

With these changes, it would be appropriate to compare this position to the Accounting Technicians within the Financial Department. Specifically, Wendy Murkve as an Accounting Technician 2 (CG20, Range 14), is responsible for similar programs such as Special Assessments, Medicaid recertification and Accounts Payable. Given the frequent interaction with the Finance Department, I discussed her duties with Craig Franklin and he agreed that he could see her position at the Accounting Technician 2 level. The work is also consistent with the class specification of Accounting Technician 2 as shown above.

Ms. Hart, currently the Administrative Clerk 1 for Traffic Engineering was recently recertified in September of 2016 from 80% FTE to 100% FTE based on the increased workload that the department has seen since the implementation of MUNIS. Initially responsible for payroll and other administrative support functions, she now has taken over the majority of Ms. Haskin's former duties and responsibilities. Ms. Hart is the main contact for all emergency calls from the 911 Center and all other maintenance requests, including initiating work requests and dispatching to work crews. Additionally, Ms. Hart serves as a primary contact for Diggers Hotline, both receiving and placing locate requests. The level of accuracy for safety or life-threatening issues for all these tasks is performed with a high degree of independence.

Because the majority of work performed by Ms. Haskin in her role as a Program Assistant 1 has now shifted to Ms. Hart and the work performed by Ms. Haskin resembles that of Accountant Technician work within the Finance Department, I feel it appropriate to reclassify Ms. Haskin to an Accountant Technician 2, and Ms. Hart to the Program Assistant 1 position to better reflect their current assignments. Also, although Ms. Haskin is currently in CG17 as a Program Assistant 1, because TE has a Program Assistant 3 in CG17 who can handle confidential matters, this Program Assistant 1 can be placed in CG20.

Based on the previously outlined analysis, I recommend the Program Assistant 1 position currently in (CG17-11) be reclassified to an Account Technician 2 in CG20-R14, and the Administrative Clerk 1 in CG20-R09 be reclassified to a Program Assistant 1 (CG20-R11), and the incumbents be reallocated to the new positions.

We have prepared the necessary Resolutions to implement these recommendations.

Editor's Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
17/11	\$45,216	\$51,070	\$57,198
20/14	\$49,622	\$55,041	\$61,646

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
20/09	\$42,929	\$48,267	\$54,060
20/11	\$45,543	\$50,978	\$57,096

cc: David Dryer-Traffic Engineering and Parking Manager  
Lynn Christoph-Traffic Operations Manager  
Greg Leifer-Employee and Labor Relations Manager