

TO: Finance Committee

FROM: Sarah Olson, Human Resources

DATE: December 18, 2017

SUBJECT: Transit Account Clerk 3 – Metro Transit

At the request of the Transit Finance Manager, Wayne Block, I have studied the 1.0 FTE position of Transit Account Clerk 3 (CG 42, Range 11-position #3052). Because of the incumbent's retirement in January of 2018 and the recent implementation of new software, Mr. Block 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 a Transit Accounting Technician 1 in CG 42, Range 13 for the reasons outlined in this memo.

This position has historically been tasked with manually entering timecards into MUNIS for Transit Operators which equated to about 80% of their time. In October 2017, there was an elimination of timecards and now new software allows for the automation of this function. Processing payroll for Transit Operators now will only take 30% of their time and will shift toward more auditing, verifying usage is in compliance with the City requirements and labor agreement and answering payroll related questions from employees. With more time available, this position can now be assigned more accounting support functions. According to the updated position description, this position will be working on the reconciliation of revenue deposits, reports to verify cash counts, and performing audits of purchased items. In addition, this position will take on more administrative support responsibilities including assisting with complex reports, maintaining databases, performing complex vacation and longevity changes and serving as a leadworker by training the Transit Account Clerks. Lastly, this position will also take on any MUNIS training responsibilities.

The classification of Transit Accounting Technician 1 is defined as:

... responsible **paraprofessional accounting work preparing and/or processing various accounting or financial records, coordinating clerical activities, training clerical staff** and providing assistance to clerical staff to ensure the timely completion of financial tasks. The position requires significant judgment and discretion in completing assigned tasks or special projects with a high degree of independence. Work is performed under the general supervision of the Transit Finance Manager. [emphasis added]

As discussed above, this position will be performing accounting support work and training which require a higher degree of independence. This position will be expected to provide leadership and consultation to the Transit Account Clerks, all which are expected at the Transit Accounting Technician 1 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 Transit Accounting Technician 1 class specification. As such, I recommend the position be recreated as a Transit Accounting Technician 1.

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)
42/11	\$39,231	\$52,306	\$58,583
42/13	\$41,703	\$55,604	\$62,277

cc: Wayne Block – Transit Finance Manager  
 Jeff Daniels – Transit Accountant 3  
 Mike Lipski – HR Services Manager  
 Greg Leifer—Employee and Labor Relations Manager