TO: Finance Committee

FROM: Mike Lipski, Human Resources

DATE: March 28, 2018

SUBJECT: Accounting Technician 2—Streets

Streets Superintendent Charlie Romines is requesting a new position of Account Technician 2 be created to assist the Division's Streets Operations Analyst in processing a number of financial transactions. Based on the new position description and conversations with Mr. Romines and Streets Operations Analyst Brian Hutchinson, I recommend that a new position of Accounting Technician 2 (CG20, R14) be created in the Streets operating budget, to be underfilled as an Accounting Technician 1 (CG20, R13).

The Streets Division currently has 1 position with direct responsibility for overseeing and monitoring the agency's Operating and Capital budgets, as well as performing purchasing activities and other related financial activities—the Streets Operations Analyst, in CG18, R10. While the Superintendent has oversight of the budget, the Operations Analyst is the one who creates the budget, monitors expenditures, performs MUNIS entries as items are purchased, submits orders to vendors for materials and supplies, and oversees the agency payroll and other related financial transactions. There is currently no backup in the agency for these functions such that if Mr. Hutchinson is on vacation, the agency must either work with the City's Finance Department or wait until Mr. Hutchinson returns in order to complete purchases. In addition, by spending time on many of these functions, Mr. Hutchinson is unable to perform higher-level data analytics already captured within his current classification, which is necessary as the City transitions to more data-driven budgeting. Because of the need to have backup within the agency to perform financial transactions, and in order to free up Mr. Hutchinson's time for this higher-level work, the agency is requesting a lower-level position to take on many of these responsibilities.

In reviewing the submitted position description (attached), I conclude that the proposed work falls within the Accounting Technician series, specifically at the level of an Accounting Technician 2. The Accounting Technician classification is able to perform bookkeeping functions, reconcile accounts, maintain financial records, develop and maintain accounting systems, perform or participate in accounting studies, and oversee other staff in the performance of duties. This is all work captured in the proposed PD. The proposed position will reconcile invoices, billing, and payable accounts, update financial record keeping systems, prepare routine financial reports, and track contracts for the Streets Division. While I recommend creation of an Accounting Technician 2, the intent is to fill at the level of Accounting Technician 1, which provides for career progression to the 2 level after approximately 12 months. The Streets Division is proposing to use money earmarked for EAB removal to fund this position.

We have prepared the necessary resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2018 Annual Minimum (Step 1)	2018 Annual Maximum (Step 5)	2018 Annual Maximum +12% longevity
20/13	$49,726	$55,445	$62,099
20/14	$51,121	$56,703	$63,508

cc: Charlie Romines—Streets Superintendent
Brian Hutchinson—Streets Operations Analyst
Greg Leifer—Employee and Labor Relations Manager