

TO: Finance Committee

FROM: Mike Lipski, Human Resources

DATE: October 9, 2018

RE: Parks Accountant

Parks Superintendent Eric Knepp and Assistant Superintendent Kay Rutledge have requested that the current vacant position #4506 of Accountant 2 (CG18, R08) be recreated as an Accountant 3 (CG18, R10) to better serve the needs of the Parks Division. For approximately 4 years, the Parks Division has had an Accountant 2 serve as its lead financial person. However, the accounting needs of the Parks Division are complicated by complex operating and capital budgets. The Parks Division has enterprise funds (pool, golf), as well as special charges (Mall and Urban Forestry) that require proper accounting. The class specification for an Accountant 2 describes

...professional assignments requiring developed judgment and discretion in the application of professional accounting theory, software transactional processing, and internal control procedures. Employees perform a variety of accounting assignments and/or assume ongoing responsibility for an element of a larger accounting program, or a program of limited scope.

The Accountant 3 class specification describes the

... **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.**

The work described in the attached position description is more closely aligned with that expected at the level of Accountant 3. Recreating this position at the higher level will allow the Parks Division to recruit for a person with multiple years of professional accounting experience, which is what the Division needs. It should also be noted that until recently, the financial work of the Parks Division has been led by a classification comparable to the Accountant 3 or 4. Because the classification of Accountant 3 currently exists in CG18, R10, this request only needs to be approved by the Finance Committee. The necessary resolution to make this change has been drafted.

Compensation Group/Range	2018 Annual Minimum (Step 1)	2018 Annual Maximum (Step 5)	2018 Annual Maximum +12% longevity
18/08	\$61,900	\$73,454	\$82,268
18/10	\$67,192	\$80,753	\$90,443

cc: Eric Knepp—Parks Superintendent
 Kay Rutledge—Assistant Parks Superintendent