

TO: Finance Committee

FROM: Tameaka Bryant, Human Resources

DATE: February 8, 2019

SUBJECT: Accountant 3—Finance

Finance Director David Schmiedicke is requesting that a current vacant position of Accountant 3 (#3194, CG18, R10) be recreated as an Administrative Analyst 3 (CG18, R10). This position had originally been an Administrative Analyst 1 and was tasked with internal audit work as well as technical budget analysis. An Accountant 3 was created in 2015 to attempt to elevate the internal audit activity of the city and to attract well qualified individuals to the position. After reviewing internal audit functions, workload in the Budget and Program Evaluation section and the vacant Accountant 3 position, Finance has determined that it would be more effective to pursue a different approach with the position.

Given the difficulties in hiring and retaining internal audit staff, Finance has decided to secure this expertise through a contract with an audit firm that can develop a risk assessment plan for the city and work with Finance staff to implement the elements of that plan. With that new approach, the Finance Department intends to hire an Administrative Analyst, in the same CG and Range, that will handle the coordination of data from all of the City’s agencies to the external auditing firm and that firm will perform the various audit tests and internal control reviews that would have been performed by an internal auditor/accountant position. In addition, the reclassified position would be able to handle a small portfolio of agencies, overseeing their budgets similar to the other Administrative Analysts in this workgroup. Following my review of the updated position description and talking with Finance Budget & Program Evaluation Manager Laura Larsen, I recommend recreating the vacant Accountant 3 position as an Administrative Analyst 3 to more accurately reflect the new duties and responsibilities.

We have prepared the necessary resolution to implement this recommendation.

Editor’s Note:

Compensation Group/Range	2019 Annual Minimum (Step 1)	2019 Annual Maximum (Step 5)	2019 Annual Maximum +12% longevity
18/10	\$69,375.80	\$83377.06	\$93,382.31

cc: David Schmiedicke —Finance Director
 Laura Larsen —Budget & Program Evaluation Manager
 Mike Lipski-Human Resources Services Manager