

To: Personnel Board  
From: Victoria Larson, Human Resources  
Date: August 15, 2019  
Subject: Accounting Technician 3

At the request of Finance Director David Schmiedicke, and Accounting Services Manager Patti McDermott, I have studied the position of Accounting Technician 2 (CG 20, Range 14, Position # 2860), currently occupied by Sarah Russell. This position leads payroll duties and has programmatic authority over the payroll related functions of unemployment, worker's compensation and U.S. Bank Notice of Change reports. Based on my review of the current position description and the classification specifications for Accounting Technician 2 and Accounting Technician 3, as well as discussions with Ms. McDermott and the incumbent, I conclude that the current position of Accounting Technician 2 should be recreated as an Accounting Technician 3 in CG20, Range 16, and that Ms. Russell should be reallocated to the new position.

The classification of Accounting Technician 2 is defined as:

...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.

The classification of Accounting Technician 3 is defined as:

...responsible advanced-level paraprofessional accounting work in the development and reconciliation of complex accounting records/reports, and/or providing leadership in the administration of accounting-related programs. Under the general supervision of a professional Accountant, employees exercise considerable judgment and discretion in meeting established objectives. This class is distinguished by responsibility for the administration of a technically complex accounting-related program and/or a significant leadership role.

It is not expected that an Accounting Technician 2 will progress to the 3 level. Rather, movement is dependent on the incumbent taking on additional duties and is normally through either a position study or competition. Because the incumbent has taken on additional duties and responsibilities, a position study is appropriate in this case.

Ms. Russell began with City Finance in 2005 and promoted to an Accounting Technician 2 in payroll in 2014. Since that time, she has taken on more complex tasks related to payroll such as unemployment, worker's compensation, and US Bank Notice of Change Reports. She also shows leadership by regularly working with Administrative Support staff to ensure their understanding of the various projects they assist with.

When Ms. Russell started in payroll, she was responsible for processing employee deferred compensation, flex spending, dental insurance changes and direct deposit changes. After a reorganization of responsibilities in 2017, Ms. Russell is now responsible for the above additional duties, which include a higher level of complexity. For instance, Ms. Russell calculates the City's supplemental payment to an

individual's worker's compensation claim, independently audits leave accrual, and generates accrual reports. She also verifies unemployment eligibility, wages, benefit charges, and audits unemployment weekly earnings. Finally, she regularly independently problem solves with US Bank in regards to ACH returns and is responsible for the employee claims and reimbursement process.

This advanced-level paraprofessional accounting work including responsibility for several technically complex accounting-related programs and Ms. Russell's leadership in supporting administrative support team members clearly falls into the advanced level of responsibilities expected of an Accounting Technician 3.

For all the reasons discussed in this memo, this level of work is expected at the Accounting technician 3 level and consistent with the examples of duties and responsibilities found in that class specification. As such, I recommend the position be recreated as an Accounting Technician 3 and the incumbent reallocated to the new position.

The necessary resolution to implement this recommendation had been drafted

Editor's Note:

Compensation Group/Range	2019 Annual Minimum (Step 1)	2019 Annual Maximum (Step 5)	2019 Annual Maximum (+12% Longevity)
20/14	\$52,782.60	\$58,546.28	\$65,571.83
20/16	\$55,664.44	\$62,843.04	\$70,384.20

Cc: David Schmidicke - Finance Director  
Patti McDermott - Accounting Services Manager  
Greg Leifer—Employee and Labor Relations Manager