



Legislation Details (With Text)

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Title: REQUEST TO RECLASSIFY ONE ACCOUNTANT I IN THE FINANCE DEPARTMENT TO ACCOUNTANT II (CITY COUNCIL)
Sponsors:
Indexes:
Code sections:
Attachments: 1. Resolution No. 18-151, 2. Accountant II Job Specifications

Date	Ver.	Action By	Action	Result
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Report to Mayor and City Council

Wednesday, November 07, 2018

Consent

SUBJECT:

REQUEST TO RECLASSIFY ONE ACCOUNTANT I IN THE FINANCE DEPARTMENT TO ACCOUNTANT II (CITY COUNCIL)

I. SUMMARY

At the recommendation of former Director of Finance, Kathryn Downs, staff is requesting that the Accountant I position be reclassified to an Accountant II position to properly reflect the knowledge, skills and abilities currently required of the of the role.

II. RECOMMENDATION

APPROVE Resolution No. 18-151, to reclassify the Accountant I in the Finance Department to an Accountant II job classification specification.

III. ALTERNATIVES

TAKE any action deemed appropriate.

IV. BACKGROUND

A recruitment was conducted for an Accountant I in the Finance Department in January 2017. The recruitment yielded a candidate with exceptional qualifications who was hired on September 11, 2017.

This Accountant I is performing at the level of an Accountant II as a result of taking on higher level accounting duties based on the candidate's aforementioned knowledge, skills and abilities. They are sufficiently addressing current business needs which benefit the department/City. Therefore, it is recommended that the Accountant I be reclassified to an Accountant II job classification specification, Salary Range 246, (\$5,443-\$6,947).

V. FISCAL IMPACT

The estimated annual increase for the Accountant II position is \$2,924. The additional costs can be absorbed within the approved fiscal year 18-19 budget.

VI. EXHIBITS

1. Resolution No. 18-151 (Page 3-4)
2. Accountant II Job Classification Specifications (5-6)

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