



# CITY OF CARSON

## Legislation Text

File #: 2018-817, Version: 1

### 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)

Prepared by: Faye Moseley, Director of Human Resources and Risk Management