



Staff Report

November 1, 2021 Council Workshop Meeting

New Position Descriptions for the Finance Department

Presenter: Jennifer Gorsuch, Administrative Services Director and Cathy Huber

Nickerson, Finance Director

Time Estimate: 10 minutes

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BACKGROUND: On the November 15 Regular Meeting, there will be a resolution for creation of 2 new positions for the Finance department. The proposed job descriptions and salary scales are comparable to similar sized entities and are geographically appropriate. Both positions would be in the CPEA bargaining unit and staff is working concurrently with them on negotiating the positions.

SUMMARY:

Senior Accountant

The Senior Accountant position is needed in Finance to assist the department with the more technical pronouncements by GASB of late. Currently, the department is contracting for assistance with an accounting firm for the expertise. The position would report to the Finance Director and would be key subject matter expert with the financial modules of the Tyler ERP implementation.

Procurement Specialist

The Procurement Specialist is essential to centralize the procurement function across the city and to ensure the city continues to be compliant with state and federal requirements. This will also improve the efficiency and cost-effectiveness of purchasing. The Procurement Specialist would report to the Assistant Finance Director as part of the central accounting team. The position is also key as a functional lead in the implementation of the eProcurement module of the Tyler ERP implementation.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? The desired result is to appropriately staff the finance department now and for the future.

What's the data? What does the data tell us? The data from comparable entities shows that both the positions and the proposed salaries are valid.

How have communities been engaged? Are there opportunities to expand engagement?
N/A

Who will benefit from, or be burdened by this agenda item? Internal city services as well as the citizens will benefit by having additional staff to assist internally.

What are the strategies to mitigate any unintended consequences? N/A

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact. N/A

Will this agenda item improve ADA accessibilities for people with disabilities? N/A

What potential hurdles exist in implementing this proposal (include both operational and political)? N/A

How will you ensure accountabilities, communicate, and evaluate results? N/A

How does this item support a comprehensive plan goal, policy or other adopted resolution?
N/A

BUDGET IMPACT: The Procurement Specialist position will add \$78k plus benefits and the Senior Accountant will add about \$93k plus benefits to the budget. Total impact for both positions including salary and benefits is approximately \$242k.

RECOMMENDATION: Information only. Resolution will be on the November 15, 2021 Regular Meeting for Council approval.