



STAFF REPORT
1/25/2023

TO: Honorable Mayor and City Council Members

FROM: Nathan Statham, Finance Director

SUBJECT: Resolution 2023-01 approving and funding a Payroll Specialist position in the Finance Department

STAFF RECOMMENDATION:

Approve Resolution No. 2023-01 creating and funding a Payroll Specialist job position in the Finance Department.

BACKGROUND:

Specialized payroll duties are currently performed by an Accounting Technician. The City does not have a position consistent with the specialized knowledge and expertise necessary to complete city payroll activities. City staff evaluated the current Accounting Technician job description against surrounding cities and identified a need to realign the work performed by the Accounting Technician position. All surrounding cities surveyed have a specialized payroll position consistent with specialized requirements.

The creation of the Payroll Specialist position will maintain employment competitiveness and facilitate realignment with the standard structures in the surrounding cities. Reviewed job classifications were based on a higher level of experience and responsibility than positions classified as Accounting Technicians. The Compensation for the Payroll Specialist positions were also higher than Technician compensation ranges allowing for career advancement opportunities and retention of properly qualified personnel.

City staff has met and conferred with union representatives for the applicable bargaining unit who conveyed support for the item as recommended.

DISCUSSION/ANALYSIS:

It has been the City's long-standing practice to provide opportunities for employees to grow within the organization through promotion and to transition through the various steps of a chosen career path. It is also the City's overall practice to maintain sufficiently specialized and responsible positions to maintain high service levels. Opening this position for internal recruitment with the

expectation that the Accounting Technician currently processing payroll would be the most qualified candidate would continue that practice and facilitate employee growth and retention.

After evaluating the job duties performed by the Accounting Technician and the required skill set to perform in the preparation, maintenance and processing of the City-wide payroll it was concluded that a new position should be created.

Funding for the proposed position would come primarily from freezing the existing Accounting Technician position with minimal expected cost increases.

Due to the responsibility and skill set required for the new positions staff is proposing the pay range below which is consistent with survey results:

Proposed salary range:

- \$73,582.70 - \$93,862.08/annually – Grade 18

FISCAL IMPACT:

The minimal expected cost increase associated with this action of \$7,983 can be absorbed in the City's 2022-23 approved budget and will not result in additional appropriations. The full annual impact is approximately \$19,159 which would be included in future annual budgets. This action is a realignment and does not add any additional staff.

ALTERNATIVES:

1. Approve staff's recommendation to approve Resolution No. 2023-01 internally opening up a Payroll Specialist position in the Finance Department.
2. Maintain the current position level.

ATTACHMENTS

Resolution 2023-01

Exhibit 1:

Payroll Specialist Job Description