

TO: Hamburg Township Board of Trustees

FROM: Jason Negri, Treasurer

DATE: July 10, 2023

AGENDA ITEM TOPIC: Increase for Treasurer's Assistant

Number of Supporting Documents: 1

Requested Action

For the past 3 years, Susan Deadman (Treasurer's Clerk, now at Grade 4, Step 7, hourly rate of \$25.71) has been steadily taking on more responsibilities in the Treasury. More specifically, since May 1, 2023, in anticipation of Tricia's Departure (both for redundancy and to train the new Deputy), Susan has been actively learning all the tasks ordinarily performed by the Deputy Treasurer, and has added the following tasks to her job:

- Finance Control Book Investment tab
- Setting up the tax roll
- Tax adjustments and refunds
- Millage rates (L-4029's)
- MERS payment
- Veterans exemptions
- Communications with the banks
- Audit letters
- Mortgage letters
- DNR / PILT reporting
- Local Stabilization Payments

Susan is an exemplary employee in every respect: diligent, pleasant, responsible, ethical and always willing to help with everything. Because of the essential role she is playing and the increased duties she has been (and will be) performing, I am requesting that the Board approve my increasing her salary to make it commensurate with the job she is actually doing.

My previous request in May was to propose that we reclassify her job to "Assistant Deputy Treasurer" and make her Grade 5, Step 5 at an hourly rate of \$26.91. Based on input from Rhomberg-Stover and other considerations, I am moderating my request and would like to ask that we classify her as Senior Treasurer's Assistant at a Grade 4, Step 8 (hourly rate of \$26.34).