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TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting

DATE: April 11, 2024

AGENDA ITEM TOPIC: Accounting Specialist wage adjustment

Number of Supporting Documents: **01**

Requested Action

- Motion to approve the revised job description for the Accounting Specialist and to place Marcy Miller at grade 7, step 1, effective July 1, 2024.

Background

Marcy has been excelling in her role as the Accounting Specialist over the last year. In addition to the duties listed in her job description Marcy has taken on additional tasks over the last year, including 1) ordering supplies, materials, and equipment for township departments. She also received training on our BS&A Purchasing Order module and solely oversees the module 2) maintains the township office supply inventory 3) implements and monitors township purchasing accounts 4) receives, reviews, and submits employee benefit invoices.

Prior to 2022 items 1-3 were handled by a position that is placed in grade 8. From approximately February 2022 to April 2023 items 1-3 were handled by a position that is placed in grade 7, and no change was made to the job description or compensation for said position. Upon hire in March of 2023 Marcy assumed the responsibilities listed and no change was made to her job description or compensation at that time. I would like to propose a change to the job description as attached and to move the Accounting Specialist position from grade 5 to grade 7.