



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943 FAX (928) 634-0715

Founded 1876  
Incorporated 1899

## STAFF SUMMARY REPORT

**FROM:** Brett Klein, Town Manager/Clerk

**ITEM:** **Item #10C: Consideration and Possible Action on a Wage Adjustment for the Deputy Clerk**

**MEETING DATE:** March 14, 2023

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### **Summary:**

Due to the sudden and untimely announced resignation of Finance Manager, Melanie Atkin, Deputy Clerk Kristen Muenz has seen her duties increase significantly along with learning the new software that has been introduced this year. This is proposed to be a permanent wage adjustment because even upon hiring a new Finance Director, Kristen will need to retain and keep up-to-date on that position's duties, in addition to being a stabilizing presence at Town Hall. Moreover, in the near future the roll of the Deputy Clerk will change into a Deputy Clerk / Accounting Clerk position to ensure there is continued cross training and a succession plan.

### **Fiscal Impact:**

None. It should be a net of zero with the savings from outgoing employee Melanie Atkin until her replacement can be hired and having completed more than 50% of the budget year already.

### **Recommendation**

Staff recommends increasing Deputy Clerk Kristen Muenz' wage rate from \$21.18 per hour to \$24.04 per hour retroactive to February 1st.