



## STAFF REPORT

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**MEETING DATE:** October 22, 2025

**PRESENTER:** Josefina Alvarez, Finance Director

**SUBJECT:** Modification of Job Descriptions for Account Clerk I and Account Clerk II in Finance Department (JA)

**RECOMMENDATION:** Council by motion adopt resolution amending the job descriptions for the Account Clerk I and Account Clerk II positions in the Finance Department.

**EXECUTIVE SUMMARY:**

The Finance Department is, at many times, the first point of contact for customers in the City of Kerman. The Account Clerk I position in the Finance Department greets and provides customer service to the majority of residents. The Account Clerk II position would serve as backup when the Account Clerk I is unavailable. Customers are able to contact the Finance Department in person, by phone, or by email. A considerable number of customers speak only Spanish, making it crucial to modify the job descriptions to now state “proficient in Spanish.” Staff recommend this change to both job descriptions to eliminate a second Finance employee from providing translation services and to expedite assistance to our residents. The job descriptions for the Account Clerk I and Account Clerk II positions will remain an hourly position and are part of the KMEA bargaining unit.

With the passing of the Fiscal Year 2025/2026 budget, these positions were already approved by Council.

**FISCAL IMPACT:** None

**ATTACHMENTS:**

A. Resolution