



Date: Tuesday, December 13, 2022

Honorable Mayor and Council Members

Author and title: Nicole Casey, Administrative Services Director

Title: **Authorization of an Additional Accountant I/II Position**

Approved By: \_\_\_\_\_ Jen Callaway, Town Manager

**Recommended Action:** Authorize the addition of an Accountant I/II position within the Administrative Services Department.

**Discussion:** To better meet the needs of the Town, staff recommends the addition of one full-time equivalent in the Accountant I/II classification. The addition of this position would represent temporary overstaffing for the division and is part of succession planning within the Division, as there is an upcoming retirement at the Administrative Technician level expected for fiscal year 2023/2024. Upon vacating the Administrative Technician position, the Division would not rehire that classification.

The finance division in Administrative Services has been weathering a challenging period and the Town's existing team of four accountants has turned over completely between 2020 and now. There have been frequent periods of short staffing, with additional turnover in the Finance Manager position and existing Accountant I/II position, including long-term leave of absence. Having a few months with a slightly higher staffing level will allow the division the capacity to invest in training and onboarding the new team, getting back to status quo service levels, and then creating capacity to handle new workload items that align with Council priorities such as providing the sustainability team the resources needed to start their climate-friendly retrofits building-permit subsidy program and THAP deed restriction payments.

This change would allow the department to shift tasks that have been handled by Human Resources, such as benefit billing reconciliations and setting up new employees in the Town's payroll system, over to an accountant. The tasks planned to transfer to an accountant are technical, administrative, and detail-oriented and are better aligned with an accountant's typical strengths. This would allow the human resources team to focus their efforts on helping to get the Town fully staffed. Efforts would focus on enhancing the Town's recruitment branding, continued streamlining of the new hire process, developing a robust onboarding process, utilizing exit interviews to improve future employee retention, and assisting the Town's management and supervisory team in adjusting to changing working conditions.

The Department's Administrative Technician has been a critical member of the Townwide team and has been an enthusiastic and catch-all for many tasks that do not have an easily identifiable home such as managing the Town's leases, ordering work cell phones, managing the Town's claims process, and scheduling interviews for Town hiring processes. Staff has been working to proactively plan for her retirement and determine the appropriate new home when the time comes, such as moving cell phone ordering to IT and lease management to the Economic Development.

**Priority:**

<input type="checkbox"/>	Enhanced Communication	<input type="checkbox"/>	Climate and Greenhouse Gas Reduction	<input type="checkbox"/>	Housing
<input type="checkbox"/>	Infrastructure Investment	<input type="checkbox"/>	Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/>	Core Service

**Fiscal Impact:** It is estimated that there will be about \$70,000 of savings in personnel costs from the staffing shortages after accounting for part-time assistance. Staff is proposing to use these savings to cover the cost of this overstaffing for fiscal year 2022/2023. This does not include estimates to cover the possible costs associated with the outcome of negotiations for existing or potential new employees.

The Accountant I/II position is approximately \$25,000 more than the Administrative Technician on an ongoing annual basis. It is also anticipated that there will be overlap costs included in the fiscal year 2023/2024 that are not included here since it is beyond the current budget period. These costs will be included in the fiscal year 2023/2024 operating budget.