

Memo

To: Finance Committee

CC: Lisa Schwartz, HR Coordinator, Mark Stevens, Finance Director

From: Mayor McFarland

Date: June 21, 2023
Proposed Position Adjustments for 2024: Administrative Assistant, Executive Assistant, Billing Clerk, Accounting Clerk, Admin Assistant/Billing Clerk Assistant,

Re: Assistant Utility Billing Clerk

Dear Committee Members,

As you know, for the 2024 Budget we are implementing a new system of bringing forward to the Finance Committee the proposed newly created or reclassified positions in the month of June. The Finance Committee will then evaluate if they want to submit any positions to Carlson Dettmann for review. The fee for a review is \$275; those funds come from department budgets. Upon receiving the review, Finance Dept. will then build into the appropriate department's payroll numbers for the 2024 budget, the proposed change. At our June 26th meeting you will be reviewing position requests from a handful of departments; those requests will follow the process above.

In addition to the requests above, one other adjustment is being considered; however, it is more of a "project," and less of a submittal that will follow the new process. At the city we have a variety of position types. Those positions are put on the pay table and assigned a grade. I've attached the pay table and payroll resolution here for your reference. As you review the table, you will note a grouping of positions that sound quite similar. While there are nuances to each, whether it be a different department they work for, or a bit more billing than another position, there is reason to initially group them together. The positions are similar in many ways, yet different by title. The positions have varying previous evaluation dates and we know there are inequities among the people in these positions.

Under the project, our intention is to use existing departmental budgeted funds to utilize Carlson and Dettman (CD) to evaluate the list of positions below in an effort to:

1. Streamline the variety of positions; reduce titles and deidentify the department from those titles/job descriptions
2. Create a progression in the Administrative Assistant Category; example Administrative Assistant 1, Administrative Assistant 2, etc. This will reflect experience, skills, confidentiality requirements, etc.
3. Upon completion of the above, put the new titles into the appropriate grades.



Members of each department will create an internal team that will work with CD. Of the positions below, some, upon review by CD, may not be included in the review. For example, Records Clerk may be omitted from the condensing and stand alone.

G	ACCOUNTING CLERK-reviewed 2020	1
G	ADMINISTRATIVE ASSISTANT-ENGINEERING AND INSPECTION	1
G	EXECUTIVE ASSISTANT	1
G	ADMINISTRATIVE ASSISTANT II	1
G	BILLING CLERK	1
G(F)	RECORDS CLERK (POLICE)*Evaluated to Grade G in 2023	1
G	ADMIN ASST/BILLING CLERK ASST	1
F	ADMINISTRATIVE ASSISTANT	10
F	INVESTIGATIONS TECHNICIAN-reviewed in 2020	1
F	ASSISTANT UTILITY BILLING CLERK	1
B	CLERK/TYPIST	2

Above is the chart of positions we will initially include. The left column is their current grade, the right column is how many people we have in those positions. The ultimate goal is to update and condense our position titles, create equity among people doing a similar job, and create a progression in the positions where appropriate.

While this work is similar to the new process, it isn't quite the same in that we aren't changing their job duties, we're streamlining titles. However, because this updating may result in a budget change, we wanted you to have it in your scope of awareness for other positions that you review.

Thank you all,
Mayor McFarland