



Council Agenda Item

Meeting Date:	January 7, 2025
Agenda Item:	Salary Resolution Amendment 1
Staff Contact (name, email, phone):	Rachelle Blitch, rblitch@whitewater-wi.gov , 262-473-1380

BACKGROUND

(Enter the who, what when, where, why)

The 2025 Salary Resolution was approved in December, and we have since received notice that our Comptroller will be retiring in March. This position will be filled internally, necessitating the posting of the resulting job vacancy.

After evaluating the department's needs, we believe the vacancy can be filled by a less specialized candidate. A job description for an Accounts Payable/Payroll Clerk has been drafted and we are recommending that this position be placed in grade J. This adjustment reflects a lower salary grade, resulting in cost savings for the City.

Additionally, it is recommended that the Accountant position remain on the salary resolution as unfilled. This would provide flexibility for the City to retain or recruit qualified staff in the future should the need arise.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

12/3/2024 – Council approved the 2025 Salary Resolution

FINANCIAL IMPACT

(If none, state N/A)

The change in pay grades would result in a potential savings of \$12,000 to \$25,000 depending on the applicants placement.

STAFF RECOMMENDATION

Staff recommends the approval of the salary resolution amendment as presented.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. 2025 Salary Resolution Amendment 1
2. Accounts Payable/Payroll Clerk Job Description