City of Milwaukee

Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

March 26, 2010

Fire and Police Commission
City Hall, Room 706A

Attention: Michael G. Tobin, Executive Director

Dear Commissioners:

Enclosed is a report concerning the classification of a new position titled Accountant I for distribution to each Commissioner, the Executive Director, and for other distribution as necessary.

Sincerely,

Maria Monteagudo
Director of Employee Relations

MM:fcw

Enclosures: Job Evaluation Report

C: Chief of Police Edward Flynn
Chief of Staff Judy Pal
Valarie Williams
Pamela Roberts
John Ledvina
Barbara Butler
John Whitman (ALEASP)
Troy Hamblin
Joe Alvarado

200 East Wells Street, Room 706, Milwaukee, WI 53202 • Phone (414) 286-3751, FAX 286-0800, TDD 286-2960
Employee Benefits, Room 701 • Medical Benefits Phone (414) 286-3184 • Worker's Compensation Phone (414) 286-2020, Fax 286-2106
Labor Relations, Room 701 • Labor Relations Phone (414) 286-2357, Fax 286-0900
Testing Fax (414) 286-5059 www.milwaukee.gov/der

Department of Employee Relations

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: April 1, 2010

POLICE DEPARTMENT

Current	Requested	Recommended
New Position	Accountant I PR 545 ($42,594 - $48,825)*	Accountant I PR 545 ($42,594 - $48,825)*

*2006 Rates

Background

In a letter dated February 24, 2010, Edward A. Flynn, Chief of Police, requested that a new position in the Budget and Finance Division be studied for proper classification. A new job description was submitted and discussions were held with Pamela Roberts, Personnel Officer.

Duties and Responsibilities

The basic function of this position is to perform various duties at a professional level in the Budget and Finance Division relative to general fund accounting, purchasing, grants, accounts payable processing, and cash receipts. The position also serves as a leadworker to two positions of Accounting Assistant I and one position of Office Assistant II. The duties and responsibilities include the following:

30% Account reconciliation and analysis
30% Grant analysis, billings, and reports
30% Assist department members with the purchasing process, and monitor requisitions and purchase orders
5% Cash receipt schedules and entries
5% Other duties as assigned

Requirements for this position include a Bachelor's Degree in Accounting or Finance and two years of professional experience in accounting functions. Equivalent combinations of education and experience may also be considered.

Comparisons

To study these positions, comparisons were made to several other positions in the City that perform accounting functions including the following:

Accounting Program Assistant III in Pay Range 475 ($38,241 - $45,901) (2006 Rates)
Performs the most complex and responsible accounting-related work in City government that does not require a college degree or equivalent. Examples of work include balancing general or subsidiary ledgers, processing payments, purchasing supplies, materials or services, and compiling financials statements. The work associated with this level carries a degree of responsibility and associated knowledge and skill significantly and demonstrably above that of the Accounting Program Assistant II level. The defining characteristic is that this level serves as a group leader for three or more

employees or provides guidance and assistance to Accounting Assistants II regarding accounting practices and procedures throughout City government.

Accountant I in Pay Range 545 ($42,594 - $48,825) (2006 Rates)
A recent position in the City Treasurer's Office performed functions related to cashiering control; general fund accounting; investment portfolio management; payroll administration; and payment distribution services. Requirements included the ability to design, develop, and execute applications utilizing existing software and computer systems in the Cash Management, Investments, and Financial Services Unit; and an ability to utilize applications of the City's accounting, payroll, and tax collection systems. Another position located in the Department City Development (DCD) provides professional accounting and financial management services for the Neighborhood Improvement Development Corporation (NIDC) and required DCD activities. This includes General Accounting, Grant Management, and Miscellaneous Duties. Requirements include an ability to work with computerized accounting systems, loan servicing software, spreadsheets, and Access databases.

Accountant II in Pay Range 594 ($43,282 - $52,516) (2006 Rates)
One position located in DCD performs accounting and financial management service for NIDC. This includes preparing consolidated financial statements including statement of cash flow; designing and preparing financial reports for the Board of Directors and management; creating and maintaining databases; maintaining the general ledger; analyzing, extracting, and reporting activity from the City FMIS system; managing grants; managing loan portfolios; preparing tax return information; and making investment recommendations.

Analysis

Within the City's classification structure the Accountant I classification is representative of positions that perform accounting functions that require a college degree. Within the job description for this new position, the department has indicated that the individual filling this position must have a general knowledge of contemporary accounting theory, principles and practices; and the ability to use computerized accounting systems and spreadsheet software, work in a self directed and well-organized manner, and write clear and concise business letters and documents. The requested position requirements include a Bachelor's Degree in Accounting or Business and two years of experience or an equivalent combination of education and experience. The duties and requirements of this new position indicate that it is stronger than the classification of Accounting Program Assistant III in Pay Range 475.

In reviewing the classifications described above, the requested classification of Accountant I in Pay Range 545 is appropriate since the position will be performing various accounting functions at a professional level relative to general fund accounting, purchasing, grants, accounts payable, and cash receipts. The position will also have leadworker responsibility for three other positions. The classification of Accountant II in Pay Range 594 is stronger than the position under study since it has some higher level duties such as the preparation of consolidated financial statements including a statement of cash flow, designing and preparing financial reports, management of loan portfolios, and making investment recommendations.

Recommendation

Based on the analysis above we therefore recommend that this new position be classified as Accountant I in Pay Range 545.

Prepared by: _____
Sarah Trotter, Human Resources Representative

Reviewed by: _____
Andrea Knickerbocker, Human Resources Manager

Reviewed by: _____
Maria Monteagudo, Employee Relations Director