

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: January 5, 2012

Department: Fire Department

Current	Requested	Recommended
Management and Accounting Officer PR 2GX (\$50,206 - \$70,295) Vacant	Program Assistant II PR 5F (\$39,522 - \$47,065) Recruitment is at \$41,495.	Program Assistant II PR 5F (\$39,522 - \$47,065) Recruitment is at \$41,495.

Action Required

In the Positions Ordinance, under Fire Department, Support Services Bureau Decision Unit, delete the title “Management and Accounting Officer” and add the title “Program Assistant II”.

Background

The Department of Employee Relations received a letter dated November 7, 2011 from Michael Tobin, Fire and Police Commission Executive Director, requesting a reclassification study of one position of Management and Accounting Officer in Pay Range 2GX (previously SG 06). The department submitted a new job description and discussions were held with Chief Gerard Washington; and Juliet Battle, Fire Personnel Officer.

Duties and Responsibilities

The basic function of this position is to ensure receivables are credited to appropriate accounts and to assist the Business Finance Manager with analyzing data from a variety of sources to create budgetary and fiscal reports; assist in the management of grants; and research productivity and cost savings opportunities. The specific duties and responsibilities include the following:

- 25% Perform all accounts receivable functions including interdepartmental requisitions for services rendered and the development of invoices for funds due to the department; account for and deposit all revenue received into appropriate departmental revenue accounts; monitor departmental billing contract related to paramedic transport revenue; and ensure proper billing and collection process in support of the paramedic program.
- 15% Monitor all budgetary accounts to ensure they do not exceed the current year’s budget appropriations; assist the Business Finance Manager with the implementation of budgetary and fiscal policies and prepare expenditure reports as requested; and assist with the development and management of the annual operating and capital budgets.
- 15% Assist the Business Finance Manager with the preparation of grant applications, coordination of implementation and administration of the grants, and meeting all grant-related budgeting and financial requirements.
- 10% Research budget information, including analysis of historical performance, to assist Business Finance Manager with the administration of budget policy and procedures.

- 5% Analyze audit, productivity, and other information to identify departmental cost-savings.
- 5% Develop budget and fiscal presentations as needed for the Business Finance Manager or sworn department managers.
- 5% Conduct research to assist in determining appropriate investment of capital items, including apparatus and buildings; and assist Business Finance Manager in reporting expenditures of capital projects.
- 20% Perform some regular functions of the Business Finance Manager, Accounting Assistant III, or Personnel Payroll Assistant II in their absence; and perform other duties related to the financial management of the department as requested, or independently initiate the same.

Requirements include four years of office support experience performing duties related to the areas of budget and finance with at least one year at the level of an Office Assistant III or higher. Equivalent combinations of education and experience may be considered. Other requirements include an ability to use advanced features of software packages to produce complex documents and work with queries, spreadsheets, and the City's HRMS/FMIS systems; strong written and oral communication skills; strong organizational and analytical skills; and knowledge of math, budgeting, finance and accounting practices. These requirements have not been assessed for staffing purposes.

Analysis

The position under study is currently classified as a Management and Accounting Officer in Pay Range 2GX (formerly Salary Grade 06). This position was last studied in 2000 when it was reclassified from Administrative Specialist in Salary Grade 02 to Management and Accounting Officer in Salary Grade 06. At that time the position was responsible for managing all aspects of the Department's financial operations including preparing and administering the budget; maintaining all operating and grant accounts; managing a complex payroll; and administering purchasing and accounts payable.

In 2004 a new position of Business Finance Manager in Salary Grade 09 was created to focus more on budget and fiscal analysis, budget policy and strategy development, budget-related research and planning, and developing and implementing cost control functions. Other responsibilities included developing and preparing grant applications; coordinating the implementation and administration of the grants and all grant-related budgeting and financial requirements; and conducting internal audits and productivity and other studies.

There was some overlap of duties and responsibilities with these two positions. The Department now wishes to have this vacant position under study serve as a high level administrative support position that can assist the Business Finance Manager with some of the financial analysis and research and serve as a leadworker to the Accounting Assistant III position in Pay Range 460 and the Personnel Payroll Assistant II position in Pay Range 445. The requested classification, Program Assistant II, is in the Program Assistant job series. The specification for this job series is stated below:

Program Assistant Job Series consists of positions that perform a variety of office support and administrative work in support of a program or distinct area of operations within a city department. The term "program" is intended to be broad in application, encompassing the work of a bureau, division, section, or specific program in a department. The level of work is considered semi-professional and the position serves as a "bridge" between office support positions and professional occupations that require a bachelor's degree or equivalent.

The requested job series is appropriate as the position under study is performing a broad range of office support and administrative work in support of the distinct area of financial operations in the Fire Department. The specifications for Program Assistant I and II are listed below.

Program Assistant I in Pay Range 460

Performs duties and responsibilities to support the work of professionals and/or managers in a specific area of operations or program within a City department. Requires a good working knowledge of policies and procedures associated with a particular program or area of operations and significant on-the-job work experience in the area. Carries out duties and responsibilities very independently and consults with managers and professionals regarding unusual situations requiring the interpretation of policies.

Program Assistant II in Pay Range 530

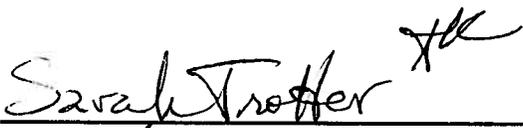
Positions in this classification require the equivalent knowledge and skill normally obtained with a bachelor's degree. Some positions function as group leaders for other employees. A hallmark of the Program Assistant II is the analysis of information, in contrast to gathering or compiling information. In analyzing information, the employee is required to draw conclusions and make recommendations from the information presented. This information may be in the form of accounting information, budget records and reports, financial information, contracts, or qualitative information. Program Assistants II are expected to independently initiate new work projects and improve processes on a continuous basis.

As this position will serve as a leadworker, and there is an emphasis on doing research and analyzing information the position under study more closely matches the specification for the Program Assistant II level. A review of other Program Assistant II positions in the City indicates that the level of duties and responsibilities are consistent with the position under study.

Recommendation

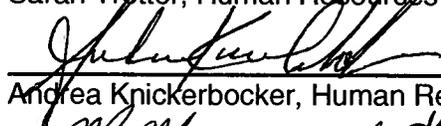
Based on the above analysis we therefore recommend that this position be reclassified from Management and Accounting Officer in Pay Range 2GX to Program Assistant II in Pay Range 5F.

Prepared by:



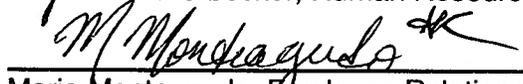
Sarah Trotter, Human Resources Representative

Reviewed by:



Andrea Knickerbocker, Human Resources Manager

Reviewed by:



Maria Monteagudo, Employee Relations Director