



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

David Kwiatkowski
Labor Negotiator

October 7, 2005

To the Honorable
The Committee on Finance and Personnel
Common Council
City of Milwaukee

Dear Committee Members: Re: Common Council File Number 050715

The following classification and pay recommendation will be submitted to the City Service Commission for consideration on October 11, 2005. We recommend this classification and pay level, subject to approval by the City Service Commission:

In the Office of the City Clerk, one new position is recommended for classification as Accounting Assistant II, Pay Range 445.

The Job evaluation report covering the above position is attached.

Sincerely,


Maria Monteagudo
Employee Relations Director

MM:pb

Attachments: Job Evaluation Report
Fiscal Note

c: Mark Nicolini, Erick Shambarger, Marianne Walsh, David Kwiatkowski, Ronald Leonhardt, Carolyn Hill Robertson, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer and James Fields

JOB EVALUATION REPORT

City Service Commission Meeting Date: October 11, 2005

Incumbent: New Position

Department: Common Council-City Clerk

Present	Request
Title: New	Title: Accounting Assistant II
Salary: Not Applicable	Salary: Pay Range 445 (\$33,754-\$37,353)
Step: Not Applicable	Source: Department
<p>Recommendation: Title: Accounting Assistant II Salary: Pay Range 445 (\$33,754-\$37,353)</p>	
<p>Rationale: This position will perform departmental personnel, payroll and accounting functions. The position will also provide support to and serve as a back-up for the Management and Accounting Officer and the Administrative Specialist-Senior. These duties and responsibilities are consistent with the classification of Accounting Assistant II in Pay Range 445.</p>	

Action Required:

No action required in the Salary or Positions Ordinances.

Background:

In September 2005, Employee Relations received a request to classify a new position of Accounting Assistant II in the Common Council-City Clerks Office. Discussions on the position were held with City Clerk Ronald Leonhardt and Deputy City Clerk Carolyn Hill Robertson.

Duties and Responsibilities:

The basic function of this new position is to perform departmental personnel, payroll and accounting functions; and serve as backup for the Management and Accounting Officer, the Administrative Specialist-Senior, and for the receptionist/switchboard. Duties, responsibilities and requirements include:

- 65% Enter employee and elected official time records; keep payroll records for Common Council and all divisions of the City Clerk's Office; maintain salary histories; answer questions regarding pay practices and administer benefits; input data, including personnel transactions, into the Human Resources Management System (HRMS); process payroll and allowances for elected officials, management, represented employees and Milwaukee Police Association liaisons; process annual pay increases and other adjustments; produce reports for departmental management; and retrieve information from HRMS.

- 15% Process accounts payable and receivable, and purchase supplies, materials and services.
- 20% Serve as backup receptionist and switchboard operator, including pickup and delivery of mail, as needed. Also serve as backup for room scheduling, travel arrangements and maintenance of calendar of meetings on the city web site.

This position requires four years of clerical experience including at least one year at either the Accounting Assistant I or Personnel Payroll Assistant I level. College-level or technical coursework may be substituted for part of the experience requirement.

Analysis:

Positions in the Accounting Assistant series perform clerical and accounting related tasks in such activities as purchasing, paying bills, receiving payments, maintaining production and budgetary records, checking payroll records, examining accounting records and other related activities in accounting and financial areas.

Positions at the Accounting Assistant I level perform reoccurring clerical/accounting tasks in general accounting, accounts payable, accounts receivable or a related accounting or financial area. These positions post journal entries, enter data into automated databases, process payments and purchasing documents, verify information and may assist in preparing accounting reports. Requires knowledge of basic accounting terminology, accounting concepts, and purchasing procedures. May assist with basic payroll-related work, maintenance of personnel records, and benefits processing.

Positions at the Accounting Assistant II level perform more complex clerical and accounting functions in accordance with standard procedures in such areas as balancing general or subsidiary ledgers, processing payments, purchasing supplies, materials and services, and compiling monthly closings, annual reports, and other financial statements. May perform the Personnel Payroll Assistant functions in addition to other accounting functions. These positions work independently. Consequence of error is higher and may involve larger sums of money than at the 'I' level. Requires knowledge of basic accounting terminology and concepts, a working knowledge of the City's accounting system, and working knowledge of the City's purchasing procedures.


This new position will perform departmental personnel and payroll functions. This will involve entering time records for elected officials and other employees in the department, maintaining salary histories, answering questions regarding pay practices, administering benefits, inputting data including personnel transactions into the Human Resources Management System (HRMS), processing payroll and allowances, processing annual pay increases and other adjustments, producing reports for departmental management, and retrieving information from HRMS.

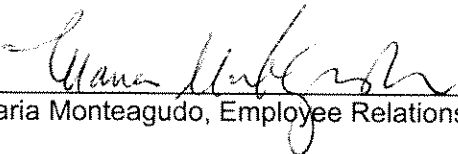
The new position will also perform accounting functions to include processing accounts payable and receivable, and ordering and purchasing supplies, materials and services for the department. Based on discussions with department representatives, the position will also provide support for and serve as a back-up to the Management and Accounting Officer and the Administrative Specialist-Senior in the Central Administration Section of the department. In this back-up capacity the position will be responsible for room scheduling, travel arrangements and processing for Council Members and other department staff, and maintaining the calendar of meetings for the Common Council Committees and other City departments on the City of Milwaukee web site. The position will also serve as backup for the receptionist/switchboard.

The duties and responsibilities of this new position are representative of the more complex clerical and accounting functions associated with the classification of Accounting Assistant II in Pay Range 445.

Recommendation

Based on the above analysis, we recommend that this new position be classified as Accounting Assistant II in Pay Range 445.

Prepared by: 
Andrea Knickerbocker, Human Resources Manager

Reviewed by: 
Maria Montegudo, Employee Relations Director