



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Renee Joos
Director
Employee Benefits

Nicole Fleck
Labor Negotiator

Job Evaluation Report

City Service Commission Meeting: September 13, 2022

Various General City Departments

| Current | Recommended |
|---|--|
| Housing Programs Specialist PR 2EN (\$46,212 - \$64,695) FN: Recruitment is at \$54,170 and up to \$64,695 FN: Recruitment at any point/DER approval (4 Positions – <i>City Development</i>) | Housing Programs Specialist PR 2EN (\$46,212 - \$64,695) FN: Recruitment is at \$59,553.59 and up to \$64,695 FN: Recruitment at any point/DER approval (4 Positions – <i>City Development</i>) |
| Accountant II PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$48,037 (2 Positions – <i>City Development</i>) (2 Positions – <i>Comptroller</i>) (2 Positions – <i>Health Department</i>) | Accounting Coordinator II PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$52,853.83 (2 Positions – <i>City Development</i>) (2 Positions – <i>Comptroller</i>) (2 Positions – <i>Health Department</i>) |
| Accountant I PR 2CN (\$40,678 - \$56,941) FN: Recruitment is at \$47,274 (2 Positions – <i>City Development</i>) | Accounting Coordinator I PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$49,396.10 (2 Positions – <i>City Development</i>) |
| Business Services Specialist PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$47,274 (2 Positions – <i>DPW</i>) | Business Services Specialist PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$49,393.10 (2 Positions – <i>DPW</i>) |
| City Payroll Specialist PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$48,037 FN: Recruitment at any point/DER approval (3 Positions – <i>Comptroller</i>) | City Payroll Specialist PR 2DN (\$43,350 - \$60,688) FN: Recruitment is at \$52,853.83 FN: Recruitment at any point/DER approval (3 Positions – <i>Comptroller</i>) |
| Revenue Collection Specialist PR 5IN (\$47,274 - \$55,763) FN: Recruitment is at \$48,735 (1 Position – <i>City Treasurer</i>) | Revenue Collection Specialist PR 5IN (\$47,274 - \$55,763) FN: Recruitment is at \$49,396.10 (1 Position – <i>City Treasurer</i>) |
| Water Billing Specialist PR 5HN (\$45,913 - \$52,436) (4 Positions – <i>DPW Water Works</i>) | Water Billing Specialist PR 5HN (\$45,913 - \$52,436) FN: Recruitment is at \$49,396.10 (4 Positions – <i>DPW Water Works</i>) |
| Accounting Program Assistant III PR 5GN (\$42,442 - \$50,945) (7 Positions - <i>Comptroller</i>) | Accounting Program Assistant III PR 5GN (\$42,442 - \$50,945) FN: Recruitment is at \$49,396.10 (7 Positions - <i>Comptroller</i>) |

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| Health Accounting Assistant PR 5GN (\$42,442 - \$50,945) (2 Positions – <i>Health Department</i>) | Health Accounting Assistant PR 5GN (\$42,442 - \$50,945) FN: Recruitment is at \$49,396.10 (2 Positions – <i>Health Department</i>) |
| Accounting Assistant III PR 5EN (\$41,311 - \$47,658) (2 Positions – <i>Library</i>) (1 Position – <i>Municipal Court</i>) (5 Positions – <i>DPW</i>) | Accounting Assistant III PR 5EN (\$41,311 - \$47,658) FN: Recruitment is at \$43,144.47 (2 Positions – <i>Library</i>) (1 Position – <i>Municipal Court</i>) (5 Positions – <i>DPW</i>) |
| Personnel Payroll Assistant III PR 5EN (\$41,311 - \$47,658) FN: DPW employees to be paid \$41,311 and up to \$47,687 (1 Position – <i>Health Department</i>) (2 Positions – <i>Library</i>) (9 Positions – <i>DPW</i>) | Personnel Payroll Assistant III PR 5EN (\$41,311 - \$47,658) FN: Recruitment is at \$43,144.47 FN: DPW employees to be paid \$43,144.47 and up to \$47,687 (1 Position – <i>Health Department</i>) (2 Positions – <i>Library</i>) (9 Positions – <i>DPW</i>) |
| Accounting Program Assistant II PR 6KN (\$42,442 - \$50,945) (4 Positions – <i>Comptroller</i>) | Accounting Program Assistant II PR 6KN (\$42,442 - \$50,945) FN: Recruitment is at \$43,144.47 (4 Positions – <i>Comptroller</i>) |
| Tax Enforcement Specialist PR 6NN (\$39,401 - \$52,578) FN: Recruitment is at \$45,913 (3 Positions – <i>City Treasurer</i>) | Tax Enforcement Specialist PR 6NN (\$39,401 - \$52,578) FN: Recruitment is at \$49,396.10 (3 Positions – <i>City Treasurer</i>) |
| Accounting Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$38,587 (2 Position – <i>City Development</i>) (2 Positions – <i>ERS</i>) (1 Position – <i>Library</i>) (4 Positions – <i>Municipal Court</i>) (2 Positions – <i>Neighborhood Services</i>) (5 Positions – <i>DPW</i>) | Accounting Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$41,887.83 (2 Position – <i>City Development</i>) (2 Positions – <i>ERS</i>) (1 Position – <i>Library</i>) (4 Positions – <i>Municipal Court</i>) (2 Positions – <i>Neighborhood Services</i>) (5 Positions – <i>DPW</i>) |
| Accounting Program Assistant I PR 6HN (\$37,821 - \$42,701) (Underfill) | Accounting Program Assistant I PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$41,887.83 (Underfill) |
| Personnel Payroll Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$38,587 (1 Position – <i>Neighborhood Services</i>) | Personnel Payroll Assistant II PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$41,887.83 (1 Position – <i>Neighborhood Services</i>) |
| Teller PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$38,587 (2 Position – <i>City Treasurer</i>) | Teller PR 6HN (\$37,821 - \$42,701) FN: Recruitment is at \$41,887.83 (2 Position – <i>City Treasurer</i>) |

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| Personnel Payroll Assistant I PR 6GN (\$34,656 - \$40,741) FN: Recruitment is at \$36,977 (Underfill) | Personnel Payroll Assistant I PR 6GN (\$34,656 - \$40,741) FN: Recruitment is at \$40,321.93 (Underfill) |
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Note: Residents receive a rate that is 3% higher.

Background

The Department of Employee Relations has conducted a citywide pay study to evaluate rates of pay for various positions that perform duties related to 'Business and Financial Operations'. Discussions were held with department personnel, and job descriptions were provided and analyzed.

This report includes some non-exempt positions and there will be subsequent reports for additional positions that perform comparable duties. The purpose of this report is to align City of Milwaukee rates of pay with the competitive labor market to reduce turnover and address recruitment challenges, while ensuring interdepartmental pay equity.

Recently, there has been significant growth in the labor market as new jobs have been created and job seekers are returning to work due to factors such as inflation and rising health care costs. In 2022, inflation rose approximately 8-9% and the cost of healthcare and benefits increased approximately 5%. To compete with these rising costs, wages have also increase by approximately 5% nationwide. There are projections, that in 2023, US employers will increase budgets for cost of labor by approximately 3.5%. In response to economic pressures, and for the purposes of retention, recruitment, competition in the labor market, and to maintain a strong workforce needed carry out city services, it is critical for the City of Milwaukee align with current labor market trends.

Labor Market Comparisons

For positions in this report comparisons were made to the labor market using the Economic Research Institute (ERI), a salary survey to which DER subscribes. Staff reviewed labor market data for Southeastern, WI from the Economic Research Institute (ERI), a salary survey to which DER subscribes. The breadth of data shown below represents competitive rates of pay for a title comparable to the classifications listed above.

Accounting Analyst, ERI

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7 | \$56,668 | \$61,816 | \$68,634 | \$75,325 | \$82,059 |
| 6 | \$54,946 | \$59,926 | \$66,537 | \$73,020 | \$79,555 |
| 5 | \$53,167 | \$57,969 | \$64,364 | \$70,627 | \$76,955 |
| 4 | \$51,345 | \$55,961 | \$62,130 | \$68,164 | \$74,277 |
| 3 | \$49,497 | \$53,917 | \$59,851 | \$65,648 | \$71,539 |
| 2 | \$47,644 | \$51,856 | \$57,547 | \$63,100 | \$68,761 |
| 1 | \$45,800 | \$49,797 | \$55,236 | \$60,540 | \$65,967 |

ERI as of 8/15/2022

Oversees and coordinates audit activities. Implements accounting processes and controls. Reviews, updates, and identifies ways to improve existing accounting processes. Reviews and processes accounts payable invoices, balance sheet reconciliations, and account ledgers. Generates general accounting reports. May oversee and process company expenses. Monitors and forecasts transactions to estimate

resource requirements. Requires up-to-date knowledge of accounting/payroll policies, laws, and guidelines.

Accounting Coordinator, ERI

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7 | \$53,367 | \$56,455 | \$60,822 | \$64,561 | \$68,621 |
| 6 | \$51,678 | \$54,658 | \$58,884 | \$62,490 | \$66,416 |
| 5 | \$49,854 | \$52,714 | \$56,785 | \$60,246 | \$64,026 |
| 4 | \$47,901 | \$50,629 | \$54,530 | \$57,834 | \$61,454 |
| 3 | \$45,839 | \$48,430 | \$52,146 | \$55,280 | \$58,730 |
| 2 | \$43,693 | \$46,153 | \$49,674 | \$52,627 | \$55,898 |
| 1 | \$41,486 | \$43,832 | \$47,169 | \$49,934 | \$53,016 |

ERI as of 8/15/2022

Processes incoming and outgoing payments and performs quarterly and annual financial audits. Generates and prepares accounting reports and records journal entries that outline the integrity of financial data. Assists in general accounting work such as calculating time worked and entering timesheets, reviewing and maintaining cash receipts, and analysis and reconciliation of company accounts. Assists in proofing of sales orders and invoices. Completes and updates W-9 forms and credit applications. Codes and enters transactions in appropriate accounting systems/databases. Collaborates and communicates with Human Resources as necessary. Collects, reviews and prepares metric reports.

Accounts Payable Associate, ERI

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7 | \$43,622 | \$45,836 | \$49,060 | \$51,640 | \$54,568 |
| 6 | \$42,317 | \$44,470 | \$47,596 | \$50,078 | \$52,906 |
| 5 | \$40,902 | \$42,997 | \$46,028 | \$48,408 | \$51,126 |
| 4 | \$39,308 | \$41,344 | \$44,280 | \$46,554 | \$49,151 |
| 3 | \$37,552 | \$39,524 | \$42,371 | \$44,542 | \$47,016 |
| 2 | \$35,668 | \$37,558 | \$40,318 | \$42,392 | \$44,750 |
| 1 | \$33,749 | \$35,511 | \$38,163 | \$40,145 | \$42,403 |

ERI as of 7/1/2022

Audits vendors for payments and submits checks on a consistent basis. Verifies that payment information is accurate. Troubleshoots invoice discrepancies. Assists with end of month closing of accounts payable. Maintains open communication with vendors. Voids and reissues checks when necessary. Assists management with year-end accounts payable processes. Files paid invoices in vendor files. Ensures appropriate discounts are applied via company policy.

Accounts Payable Assistant, ERI

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7 | \$44,031 | \$46,265 | \$49,521 | \$52,132 | \$55,091 |
| 6 | \$42,719 | \$44,890 | \$48,045 | \$50,557 | \$53,416 |
| 5 | \$41,297 | \$43,407 | \$46,463 | \$48,871 | \$51,620 |
| 4 | \$39,693 | \$41,743 | \$44,700 | \$46,999 | \$49,625 |
| 3 | \$37,925 | \$39,911 | \$42,776 | \$44,967 | \$47,466 |
| 2 | \$36,023 | \$37,931 | \$40,707 | \$42,798 | \$45,177 |
| 1 | \$34,075 | \$35,862 | \$38,536 | \$40,534 | \$42,808 |

ERI as of 7/1/2022

Examines and processes weekly reports from all departments. Keeps track of all payments and expenditures including payroll, purchase orders, etc. Reconciles accounts payable checks to the monthly bank statement. Audits accounts and produces monthly reports. Disburses and mails accounts payable checks. Reviews checking account reconciliation from other departments. Charges expenses to accounts by analyzing invoices and expense reports. Maintains historical records by scanning and filing documents. Reports Sales and Use taxes by calculating them using paid invoices.

Accounts Payable & Receivable Clerk, ERI

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7 | \$41,003 | \$44,326 | \$48,793 | \$52,988 | \$57,372 |
| 6 | \$39,914 | \$43,167 | \$47,519 | \$51,578 | \$55,834 |
| 5 | \$38,711 | \$41,894 | \$46,129 | \$50,042 | \$54,156 |
| 4 | \$37,393 | \$40,501 | \$44,624 | \$48,384 | \$52,341 |
| 3 | \$35,979 | \$38,998 | \$43,013 | \$46,624 | \$50,412 |
| 2 | \$34,512 | \$37,407 | \$41,316 | \$44,786 | \$48,406 |
| 1 | \$33,042 | \$35,767 | \$39,559 | \$42,902 | \$46,364 |

ERI as of 7/1/2022

Processes invoices, check requests, and expense reports, and other tasks related to maintaining the accounts payable and receivable for an organization. Applies correct codes to vendor invoices and files related supporting documents. Checks and verifies expense reports. Researches and posts outstanding vendor payments. Generates payments and distributes checks. Invoices third parties and performs other collection activities according to contract terms. Maintains accurate records of payments received and future payments due. Updates and reconciles sub-ledger to the general ledger.

Financial Assistant, ERI

| Years of Experience | 10th Percentile | 25 th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------------------|-------------|-----------------|-----------------|
| 7 | \$35,881 | \$38,201 | \$41,380 | \$43,999 | \$46,868 |
| 6 | \$34,960 | \$37,242 | \$40,381 | \$42,940 | \$45,727 |
| 5 | \$34,003 | \$36,228 | \$39,328 | \$41,833 | \$44,542 |
| 4 | \$33,020 | \$35,169 | \$38,224 | \$40,678 | \$43,319 |
| 3 | \$32,028 | \$34,083 | \$37,073 | \$39,480 | \$42,062 |
| 2 | \$31,040 | \$32,990 | \$35,885 | \$38,243 | \$40,775 |
| 1 | \$30,072 | \$31,906 | \$34,679 | \$36,975 | \$39,462 |

ERI as of 7/1/2022

Assists with budgets, prepares financial reimbursements, reconciles billing documents, maintains records and follow-up information, gives clerical support, and oversees timekeeping and payroll distribution. Collects and records financial information, and ensures account balances are up to date in order for superiors to be able to monitor budgets, spending, and profits. Assists in maintaining department financial records, maintains and reconciles account ledgers, processes transaction corrections, prepares documentation for payment, and assists with accounts payable and accounts receivable. Performs timekeeping and payroll distribution functions, maintains employee information, and prepares labor reallocations. Receives, logs, posts and retrieves financial data from the financial database; and reconciles account balances. Reviews financial records for accuracy and identifies and corrects errors. Assists with the preparation of financial reports and analyses.

Payroll Specialist, ERI

| Years of Experience | 10th Percentile | 25 th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------------------|-------------|-----------------|-----------------|
| 7 | \$47,771 | \$51,677 | \$56,944 | \$61,952 | \$67,088 |
| 6 | \$46,239 | \$50,001 | \$55,093 | \$59,925 | \$64,892 |
| 5 | \$44,647 | \$48,259 | \$53,165 | \$57,812 | \$62,602 |
| 4 | \$43,000 | \$46,464 | \$51,172 | \$55,625 | \$60,230 |
| 3 | \$41,303 | \$44,628 | \$49,131 | \$53,380 | \$57,793 |
| 2 | \$39,560 | \$42,759 | \$47,061 | \$51,098 | \$55,311 |
| 1 | \$37,778 | \$40,866 | \$44,984 | \$48,804 | \$52,811 |

ERI as of 7/1/2022

Administers processing of organization's payroll and collects payroll data to maintain accurate payroll records. Handles processing of employee status changes, analyzes payroll and employee expenses, assures general ledger accounts are reconciled; creates on-going month-end, quarterly, and year-end organization reports; and performs other rated duties as assigned. Audits payroll information for accuracy. Participates in problem solving and special projects within the Payroll Department. Screens time-worked inputs for calculating, coding, or other errors. Monitors computer reports alerting Payroll Clerks to problems or errors. Reconciles errors and maintains payroll records. Reviews and processes payroll adjustments, including vacation, sick, and other time off. Generates accrual entries, as required. Fields and responds to payroll inquiries and resolves discrepancies as required.

Payroll Clerk, ERI

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7 | \$48,480 | \$51,831 | \$56,472 | \$60,677 | \$65,119 |
| 6 | \$47,070 | \$50,306 | \$54,803 | \$58,866 | \$63,170 |
| 5 | \$45,528 | \$48,643 | \$52,977 | \$56,886 | \$61,037 |
| 4 | \$43,854 | \$46,847 | \$51,004 | \$54,742 | \$58,726 |
| 3 | \$42,059 | \$44,935 | \$48,909 | \$52,461 | \$56,265 |
| 2 | \$40,160 | \$42,931 | \$46,730 | \$50,085 | \$53,697 |
| 1 | \$38,187 | \$40,861 | \$44,507 | \$47,671 | \$51,081 |

ERI as of 7/1/2022

Assists the Payroll Manager in assigned tasks. Compiles and enters payroll data, such as hours worked, sales or piecework, taxes, insurance, union dues to be withheld, and employee identification number from time sheets and other records; ensures employees are paid accurately and on time; and keeps payroll files up to date. Checks time-worked inputs for calculating, coding, or other errors and makes applicable changes. Compiles payroll data, enters data, computes and posts wages, and reconciles errors to maintain payroll records. Prepares computer input forms, enters data into computer files, or computes wages and deductions, and posts to payroll records. Records changes affecting net wages, such as exemptions, insurance coverage, and loan payments for each employee, to update master payroll records. Records data concerning transfer of employees between departments. Processes wage garnishments and direct deposits for employees as needed. Processes W-2 forms for employees at the end of each calendar year. May prepare and issue paychecks.

Payroll Administrator, ERI

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7 | \$47,771 | \$51,677 | \$56,944 | \$61,952 | \$67,088 |
| 6 | \$46,239 | \$50,001 | \$55,093 | \$59,925 | \$64,892 |
| 5 | \$44,647 | \$48,259 | \$53,165 | \$57,812 | \$62,602 |
| 4 | \$43,000 | \$46,464 | \$51,172 | \$55,625 | \$60,230 |
| 3 | \$41,303 | \$44,628 | \$49,131 | \$53,380 | \$57,793 |
| 2 | \$39,560 | \$42,759 | \$47,061 | \$51,098 | \$55,311 |
| 1 | \$37,778 | \$40,866 | \$44,984 | \$48,804 | \$52,811 |

ERI as of 7/1/2022

Administers processing of organization's payroll and collects payroll data to maintain accurate payroll records. Handles processing of employee status changes, analyzes payroll and employee expenses, assures general ledger accounts are reconciled; creates on-going month-end, quarterly, and year-end organization reports; and performs other rated duties as assigned. Audits payroll information for accuracy. Reconciles payroll deposits, tax withholdings, wage garnishments, and voluntary deductions. Participates in problem solving and special projects within the Payroll Department. Assigns exempt and non-exempt worker status to employees. Assures that payroll-related transactions are processed in compliance with external and internal policies. Performs actions necessary to track and determine regular and overtime pay, and factors commission-based income or bonuses into an employee's salary. Screens time-worked inputs for calculating, coding, or other errors. Monitors computer reports alerting Payroll Clerks to problems or errors. Reconciles errors and maintains payroll records. Reviews and

processes payroll adjustments, including vacation, sick, and other time off. Generates accrual entries, as required. Fields and responds to payroll inquiries and resolves discrepancies as required.

Billing Clerk, ERI

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7 | \$42,103 | \$44,982 | \$48,960 | \$52,516 | \$56,325 |
| 6 | \$40,925 | \$43,736 | \$47,602 | \$51,037 | \$54,727 |
| 5 | \$39,655 | \$42,400 | \$46,157 | \$49,462 | \$53,023 |
| 4 | \$38,246 | \$40,922 | \$44,572 | \$47,741 | \$51,158 |
| 3 | \$36,712 | \$39,313 | \$42,861 | \$45,896 | \$49,160 |
| 2 | \$35,098 | \$37,597 | \$41,046 | \$43,957 | \$47,071 |
| 1 | \$33,470 | \$35,819 | \$39,158 | \$41,957 | \$44,934 |

ERI as of 7/1/2022

Charges and invoices customers for goods sold or services rendered. Receives and processes numerical data for invoicing purposes. Compiles records of charges, computes and records amounts, and prepares itemized statements, bills, or invoices for bookkeeping purposes and to send to customers. Applies applicable discounts, special rates, or credit terms; and ensures all invoices are correct before sending them to customers or insurance providers. Issues debit and credit memos and statements to customers, cancels or void invoices, and responds to customer concerns relating to billing. Updates and monitors customers' accounts, files and tracks the status of invoices, reviews aged reports to view outstanding balances, and sends payment reminders to respective customers. Resolves issues when invoices cannot be matched to purchase orders. May prepare pro forma bills, which are estimated invoices sent to the buyer before shipment of goods or performance of services; if buyer makes changes, makes edits and sends the final invoice to the customer. May record daily deposits, perform petty cash reconciliation, and write checks from the company's general disbursement account.

Accountant Assistant, ERI

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7 | \$57,872 | \$62,367 | \$68,427 | \$74,151 | \$80,030 |
| 6 | \$56,184 | \$60,540 | \$66,425 | \$71,976 | \$77,687 |
| 5 | \$54,426 | \$58,634 | \$64,335 | \$69,702 | \$75,238 |
| 4 | \$52,610 | \$56,663 | \$62,171 | \$67,347 | \$72,698 |
| 3 | \$50,756 | \$54,646 | \$59,952 | \$64,929 | \$70,088 |
| 2 | \$48,884 | \$52,603 | \$57,700 | \$62,472 | \$67,434 |
| 1 | \$47,018 | \$50,557 | \$55,439 | \$60,002 | \$64,763 |

ERI as of 7/1/2022

Aids in the application of principles of accounting and, with experience, may handle complex tasks. Utilizes knowledge of accounting principles related to classifying, recording, and summarizing data and making computations to compile and keep financial records. Finalizes accounting reports. Studies and analyzes accounting records for purposes of preparing statements and reports. Includes such activities as keeping and verifying records of transactions; receiving and disbursing money; computing and verifying amounts; preparing records; combining data and performing computations to create statistical records; and computing costs, verifying bills, invoices, rates, tariff, duties, and amounts due. This position may exist in any of the accounting functions such as payroll, accounts payable, accounts receivable, credit,

collections, budgets, financial planning, general accounting, billing, etc. This is a paraprofessional level position and does not require a four-year degree in accounting. Audits records and prepares bills. May make computations for payroll and timekeeping records, compute earnings, and prepare duty rosters and work schedules. Work may involve analyzing past and present financial operations and future estimates. May analyze records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred. May assist in the maintenance of budgeting systems that provide control of expenditures made to carry out activities, such as advertising and marketing, production and labor, maintenance, or project activities, such as construction of buildings. May have lead responsibilities over lower level accounting personnel.

Accounting Coordinator, ERI

| Years of Experience | 10th Percentile | 25th Percentile | Survey Mean | 75th Percentile | 90th Percentile |
|---------------------|-----------------|-----------------|-------------|-----------------|-----------------|
| 7 | \$57,872 | \$62,367 | \$68,427 | \$74,151 | \$80,030 |
| 6 | \$56,184 | \$60,540 | \$66,425 | \$71,976 | \$77,687 |
| 5 | \$54,426 | \$58,634 | \$64,335 | \$69,702 | \$75,238 |
| 4 | \$52,610 | \$56,663 | \$62,171 | \$67,347 | \$72,698 |
| 3 | \$50,756 | \$54,646 | \$59,952 | \$64,929 | \$70,088 |
| 2 | \$48,884 | \$52,603 | \$57,700 | \$62,472 | \$67,434 |
| 1 | \$47,018 | \$50,557 | \$55,439 | \$60,002 | \$64,763 |

ERI as of 7/1/2022

Processes incoming and outgoing payments and performs quarterly and annual financial audits. Generates and prepares accounting reports and records journal entries that outline the integrity of financial data. Assists in general accounting work such as calculating time worked and entering timesheets, reviewing and maintaining cash receipts, and analysis and reconciliation of company accounts. Assists in proofing of sales orders and invoices. Completes and updates W-9 forms and credit applications. Codes and enters transactions in appropriate accounting systems/databases. Collaborates and communicates with Human Resources as necessary. Collects, reviews and prepares metric reports.

Recommendation

As a first step in addressing current recruitment and retention challenges, this communication recommends raising the minimum rate of pay for positions that perform Business and Financial Operation duties. Additional job studies will follow to further address the cost of labor for additional positions that perform Business Operations and Financial Operations duties, as well as positions in other job families.

Action Required – Effective Date Pay Period 6, 2022 (March 6, 2022)

*** See addendum included in CCFN: 220531 for Salary and Position Ordinance changes.**

Prepared by: Arielle Ewing

Arielle Ewing, Human Resources Representative

Reviewed by: Andrea Knickerbocker

Andrea Knickerbocker, Human Resources Manager

Reviewed by: Andrea Knickerbocker for

Harper Donahue, IV, Employee Relations Director