

TAB 3



City of Palmetto Agenda Item

Meeting Date

11/15/10

Presenter: Karen Simpson

Department: Finance

Title:

Finance Re-Organization Phase I

PROBLEM: The last two years have resulted in several positions in Finance assuming greater responsibilities over and above their job descriptions as well as obtaining vital certifications. A vacancy exists that will enable a much needed reorganization of the Finance Cost Center while remaining inside the current budget.

BACKGROUND: The proposed reorganization was fully outlined in the 11/1/2010 agenda. While the original plan is still considered the most effective plan for the City, an alternative phasing of the plan is being presented to City Commission.

The alternate plan would do the following:

- 1) Downgrade the vacant Account position to a Payroll Clerk at 30 hours per week.
- 2) Upgrade the current Accounting Clerk (Grade 105 Step 1) to a Purchasing Clerk (Grade 106 Step 1)
- 3) Add a new part-time Accounting Clerk for 24 hours per week.
- 4) Change the titles only of Sr Accounting Analyst to Sr. Accountant and Warehouse Operator to Warehouse/Data Entry Clerk

This phase of the overall plan would be accomplished within the FY2011 budget and would only increase the salary of the Purchasing Clerk position for the upgrade. No other increases would occur. This plan would create a budget surplus of \$18,815 which is sufficient to complete the reorganization plan at a future date should that be possible. An additional savings of \$10,265 would exist from attrition through December 1st. Phase II would complete the reorganization plan once Phase I proves successful and City Commission gives its approval.

Attachments included:

Attachment A - Detailed financial outline of Phase I of the reorganization

Attachment B - Job Descriptions of Payroll Clerk, Purchasing Clerk and Account Clerk

Budgeted Amount:	\$458,871 .00	Budget Page No(s):	34 - 35	Available Amount:	\$458,871 .00	Expenditure Amount:	\$456,745 .00
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Additional Budgetary Information:

Funding Source(s):	FY2011 budget	Sufficient Funds Available:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Budget Amendment Required:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Source:	<input type="text"/>
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City Attorney Reviewed:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Advisory Board Recommendation:	<input type="checkbox"/> For <input type="checkbox"/> Against <input checked="" type="checkbox"/> N/A	Consistent With:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	<input type="text"/>
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Potential Motion/Direction Requested: To approve phase I of the reorganization of finance as presented, by adjusting the positions of accountant and account clerk to payroll clerk and purchasing clerk, respectively; create a part-time account clerk position; and approve the associated job descriptions.

Staff Contact: Karen Simpson | Finance | x109 - City Hall

Attachments: Attachment A; Job Descriptions

CITY OF PALMETTO
POSITION DESCRIPTION

TITLE: PAYROLL CLERK

FUNCTION:

Performs routine clerical, bookkeeping accounting, and administrative work in administering the fiscal functions of the City.

SUPERVISION RECEIVED:

Works under the general supervision of the Sr. Accountant.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists in the preparation and verification of Bi-Weekly payrolls.

Assists in maintaining data on full-time and part-time employees including total hours, changes in name or address, salary changes, exemptions, insurance, vacation and sick leave records.

Assists in processing claims and vouchers for payment, and verification of account codes.

Assists in the Preparation of monthly, quarterly, and annual payroll reports.

Assists in the preparation and reconciliation of employee benefit payments.

Assists in maintaining a daily cash balance and balancing cash on hand against receipts.

Assists in preparing and balancing deposits.

Prepares periodic utility, financial statistical or operational reports as assigned.

Assists in the verification of all claims for accuracy, verifies account codes for proper assignment of budget expenditure.

Enters expenditure data on ledgers, control sheets, vouchers, warrants and other accounting records, enters accounts payable expenditures into financial system.

Inputs budgetary data into financial system.

Assists in reconciling general ledger to various expenditure reports.

Prepares periodic financial, statistical or operational reports as assigned.

PERIPHERAL DUTIES:

Provides clerical support to other finance staff as needed.

Serves on various employee committees.

Provides back-up to related positions.

Operates a vehicle to run errands.

DESIRED MINIMUM QUALIFICATIONS:

Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and two (2) years of increasingly responsible related payroll experience, or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures working knowledge of governmental accounting principles and practices.

Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

SPECIAL REQUIREMENTS:

Valid Florida Drivers License.

Must be bondable.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet and base software, 10-key calculator, phone, copy machine and fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to see, sit, talk, and hear, use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to walk and stand.

The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

11/15/2010

**CITY OF PALMETTO
POSITION DESCRIPTION**

TITLE: PURCHASING CLERK

FUNCTION:

Responsible for technical and administrative work in a centralized purchasing system.

SUPERVISION RECEIVED:

Works under the general supervision of the Purchasing Agent.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Processes purchases of materials or services through the requisition and purchase order system as submitted by City Departments.

Assist in obtaining quotes to procure requisitioned items, meeting criteria such as price, quantity, quality.

Receives and reviews vendor packing lists and invoices; prepares bills for payments.

Resolves invoice discrepancies and with vendors and reviews all receiving reports from departments throughout the City.

Establishes and maintains vendor information, W-9 forms, insurance certificates and files.

Assists in the preparation of competitive bid and proposal packages, attends bid openings, tabulates bids as assigned by the Purchasing Agent.

Assists departments and finance personnel in preparation of the City's annual budget; performs related work as required.

Scan, organize, maintenance and administration of finance documents ensuring the compliance to Florida Statutes governing records retention.

Provides assistance to other Finance Staff as assigned.

PERIPHERAL DUTIES:

Under the direction and supervision of the Purchasing Agent - examines and analyzes purchase orders for completeness and accuracy of information to ensure conformance with policies, procedures and statutes; upon request, contacts initiator to clarify or complete information.

As needed, provide back-up services in the Warehouse area.

ENTRY REQUIREMENTS:

Minimum Knowledge, Abilities and Skills - Knowledge of purchasing principles, methods and procedures, including knowledge of legal requirements governing City purchases; knowledge of sound business methods and practices as they related to the development and maintenance of inventories and records of purchases, real property and insurance policies. Knowledge of office practices and procedures.

This position requires the use of initiative and independent judgment; ability to multi-task. Ability to establish and maintain effective working relationships with department officials, vendors and employees. Ability to operate office equipment including computer.

MINIMUM QUALIFICATIONS:

Minimum acceptable educational requirement is a high school diploma with a minimum of one year experience in purchasing practices and procedures. Applicants who do not possess the preferred minimum may substitute with additional experience.

SPECIAL REQUIREMENTS:

Valid Florida Drivers License.

TOOLS AND EQUIPMENT USED:

Computer with Accounting Program and Windows based programs such as Word, Excel and Outlook. Fax, phone, calculator, copier, postage scale and meter.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk, see and hear. The employee is frequently required to walk, sit, and occasionally drive a vehicle.

The employee must occasionally lift and or move up to 15 pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an office environment. The noise level is usually quiet. The employee is exposed to the risk of electrical shock.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview, reference check and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____
City Clerk

Approval: _____
HR Director

11/15/2010

CITY OF PALMETTO
POSITION DESCRIPTION

TITLE: ACCOUNT CLERK

FUNCTION:

Performs routine clerical, data entry, and administrative work in administering the fiscal functions of the City.

SUPERVISION RECEIVED:

Works under the general supervision of the Sr. Accountant.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Enters expenditure data on ledgers, control sheets, vouchers, warrants and other accounting records, enters accounts payable expenditures into financial system.

Inputs budgetary data into financial system.

Scans and organizes finance records into the electronic filing system.

Assists in the processing of Accounts Receivable invoices, statements and liens.

Provides assistance to the Sr. Accountant in the administration of grants.

Assists in processing claims and vouchers for payment

Assists in maintaining a daily cash balance and balancing cash on hand against receipts.

Prepares and assists in the preparation and reconciliation of periodic utility, financial, statistical or operational reports as assigned.

Backup duties: Process and distribute AP checks as needed.

PERIPHERAL DUTIES:

Provides clerical support to other finance staff as needed.

Serves on various employee committees.

Provides back-up to related positions.

Operates a vehicle to run errands.

DESIRED MINIMUM QUALIFICATIONS:

Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing, and two (2) years of increasingly responsible related experience, or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures working knowledge of governmental accounting principles and practices.

Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

SPECIAL REQUIREMENTS:

Valid Florida Drivers License.

Must be bondable.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet and base software, 10-key calculator, phone, copy machine and fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions.

While performing the duties of this job, the employee is frequently required to see, sit, talk, and hear, use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to walk and stand.

The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

4/30/91

Revised 4/21/94

Revised 5/7/99

Revised cola adj: 10/01/00

Revised 06/20/03

Revised 10/12/04

Revised 11/15/2010

FINANCE REORGANIZATION

**FY2011
ATTACHMENT A
Phase I**

	Current Grade/Step	Proposed Grade/Step	Old Annual Rate	New Annual Rate	Increase \$ Amt	% Amt	FICA	Pension	Health Insurance	Dependent and Retire Subsidy	Life and EAP	Workers Comp	Total Benefits	Total Position Costs	Employee Number	Employee Name	Date of Hire	
515 Deputy Clerk - Finance	120/7	120/7	69,667	69,667	-	0.00%	5,330	16,351	6,809	1,637	262	110	30,499	100,166	1307	SIMPSON, KAREN	7/14/2004	
515 Accountant	110/1	110/1	35,944	35,944	-	0.00%	2,750	8,436	6,809	1,637	145	57	19,834	55,778	1431	MICSO, MATT	1/2/2007	
515 Sr Accountant	115/4	115/4	50,041	50,041	-	0.00%	3,828	11,745	6,809	1,637	194	79	24,292	74,333	1416	MILLER, CHERYL	11/6/2006	
515 Warehouse/Data Entry Clerk	103/9	103/9	32,209	32,209	-	0.00%	2,464	7,559	6,809	1,637	132	549	19,151	51,360	948	SIMMONS, PAMELA	5/13/1998	
515 Purchasing Agent	111/9	111/9	47,587	47,587	-	0.00%	3,640	11,169	6,809	1,637	186	75	23,516	71,103	333	HAISLEY, NIYA	6/25/2001	
515 Purchasing Clerk	105/1	106/1	28,164	29,572	1,408	5.00%	2,262	6,941	6,809	1,637	123	47	17,819	47,391	1422	GROSS, DONNA	11/15/2006	
515 Account Clerk II/Payroll - 30 hrs	106/0	106/0	21,545	21,545	-	-	1,648	-	-	-	-	34	1,682	23,228				
515 Account Clerk I - 24 hrs	105/0	105/0	16,415	16,415	-	-	1,256	-	-	-	-	26	1,282	17,697				
Vacant Accountant position annual costs			61,593.00															
Vacant Accountant costs monthly			5,132.75															
Available attrition costs thru 12/1/10			10,265.50															
New total of department														441,056	459,871	Current Finance Personnel budget		
														441,056		Proposed Finance Personnel budget		
														18,815		Surplus (Deficit)		

Justification:

Changes to current positions:

Purchasing Clerk - Formerly Account Clerk - Increase from Grade 105 Step 1 to Grade 106, Step 1. This position will be assuming several responsibilities from the Purchasing Agent's position, Grade 111, which is well above the current job description such as the daily processing of requisitions, purchase orders, receiving reports and invoices and retain the records retention administration for Finance and Purchasing. This position will communicate with vendors concerning the purchase orders and invoices as well as offer support to the Purchasing Manager for RFP, ITB and RFQ processing.

Payroll Clerk - Formerly Accountant - This position would be downgraded from Grade 110 to 106 and process payroll, deposit summaries, GL interfaces, positive pay, ACH and payroll reconciliations with accounts payable. It would be similar duties that was included in the, now vacant, Accountant position with the duties of higher responsibility omitted such as budget approvals, cost center liaison and pension reporting. These will be performed by the other Accountant position and the pension reporting by the Deputy Clerk. Other duties added to the position will be assisting with grants and processing tuition reimbursements. This position would be changed from a full time status to part-time at 30 hours weekly or 6 hours daily.

New Position:

Account Clerk - Part time 24 hours per week or 4 hours 4 days per week and one full 8 hr day. This position would be primarily clerical and data entry and would include duties such as processing liens, mailing and scanning accounts receivable invoices and statements, processing A/P check runs, scanning into laserfiche, sort and process mail and assist with maintaining fixed asset records.

NOTE: No step raises for increased responsibilities or certifications at this time. We reserve the right to return to Commission at a later date to discuss the success of the reorganization and the possibility of implementing Phase II.