

TO: MAYOR AND CITY COUNCIL

FROM: NEIL JENSEN, City Administrator

SUBJECT: Reclassification Finance Department

MEETING DATE: May 19, 2020

BACKGROUND:

Since becoming your City Administrator there has been a vacancy in the Finance Director's position. Dave Maroney the previous City Administrator / EDA Director has retired and been replaced by CEDA (Laura Qualey) 3 days a week. I believe this is a perfect opportunity to reorganize the finance department to become more efficient.

I have spook to Michelle Sandeen, Sara Speer and Ellen Hartman about taking on more job responsibilities and managing the finance department in a different manner than in the past. Those discussions went very well and all three were excited to take on more tasks with some being tedious and others more challenging.

In a reorganization of any department especially one that applies different job requirements to employees the city should do a reclassification. This would consist of a consultant obtaining current job descriptions and comparing those with the current job requirements. Points would be assigned and applied to the State Pay Equity System to make sure we stay in compliance with the State.

STAFF RECOMMENDATION

The reorganization of the finance department will make the department more efficient and save the city expenses with payroll, health insurance, workers Compensation Insurance and other benefits that customarily go with full-time employees. It is my recommendation to seek quotes to reclassify the finance department and bring the quotes back for discussion and approval.

The Finance Committee voted unanimously to recommend to City Council the reorganization and reclassification of the Finance Department and to seek quotes from a consultant to reclassify the Finance Department and apply points in compliance with Pay Equity.

REQUESTED COUNCIL ACTION

Make a motion to seek quotes for the reclassification of the Finance Department from qualified Consultants.