

**TO: MAYOR AND CITY COUNCIL**

**FROM: NEIL JENSEN City Administrator**

**SUBJECT: Finance Department Reclassification and Compensation Approval**

**MEETING DATE: August 18, 2020**

**BACKGROUND:**

A couple months ago council approved a study completed by David Drown and Assoc. The study was to reorganize the Finance Department so we could reduce staff and become more efficient. The study set the grade and steps of the Finance Department based on their current duties and the duties they would be performing in the reorganization. The study recommends the following Grades

Utility Billing and Office Assistant - Grade 6

This was a Grade 5 level previously

This position is requested to be placed on Grade 6 – Step 2

HR Technician and AP Clerk – Grade 11

This was previously Grade 10

This position is requested to be placed on Grade 11 – Step 8

City Clerk and Payroll Clerk – Grade 12

This was previously Grade 10

This position is requested to be placed on Grade 12 – Step 7

The financial commitment of this reorganization will be under \$12,000.00 annually.

The annual savings to the department is reduced in excess of \$100,000.

The Finance Committee at their August 12<sup>th</sup> meeting reviewed the study and made a recommendation to the City Council for approval.

**STAFF RECOMMENDATION**

It is my recommendation to approve the reclassification and compensation of the Finance Department.

**REQUESTED COUNCIL ACTION**

Make a motion to approve the new pay Grades and Steps of the Utility Billing Clerk/ Office Assistant Grade 6-Step 2, HR Tech/AP Clerk Grade 11 Step 8 and City Clerk and Payroll Clerk Grade 12- Step 7.

Evaluation Scores

3/5/2020

Current as of:

Cannon Falls, Minnesota  
 Summary of Job Scores (prepared using Springsted SAFE System Scoring Methodology)

Job Title	Date last updated	Skill Level	Training	Experience	Level of Work	Human Relations Skills	Physical Demands	Working Conditions	Independence of Action	Impact on End Results	Supervision Exercised	Total Points	Pay Grade
Utility Billing and Office Assistant	7/1/2020	3	30	15	30	23	10	15	20	20	0	163	6
HR Technician and AP Clerk	7/1/2020	4	40	40	60	23	10	15	60	60	0	308	11
City Clerk	7/1/2020	4	40	40	60	50	10	15	60	60	3.5	338.5	12



Title:	HR Technician
Department/Location:	Administration
Immediate Supervisor:	City Administrator
Revision Date	July 2020
FLSA Status	
Classification	

### Position Summary

This technical position performs general accounting responsibilities related to accounts payable, receipts and deposits. This position performs administrative duties by overseeing the benefits and accounts payable programs.

### Essential Responsibilities

1. Assist with reviewing and updating the City's Personnel Policy and three union contracts.
  - a. Determine wages, salaries, and step increases based on union negotiations.
2. Accounts Payables
  - a. Code, verify, and enter accounts payable data; prepare purchase orders and claims list for council review; secure approval; and print checks.
  - b. Review documentation of cash and credit card receipts. Prepare data entry of daily receipts for position; and perform audits of cash drawer.
  - c. Prepare invoices and other accounts receivable documents/files as scheduled or directed. Verify document content; and send bills by established deadlines.
  - d. Prepare and enter monthly journal entries, process month-end transactions, code transactions, reconcile all bank accounts.
  - e. Monitor financial information and provide reports for City Council and Department Heads.
  - f. Maintain accounts payables invoices and distribute to Department Heads.
  - g. Reconcile missing invoices, code invoices, and generate reports and checks.
  - h. Maintain vendor database.
  - i. Enter journal vouchers and run monthly reports.
  - j. Prepare and submit monthly Minnesota Sales and Use Tax Report.
  - k. Maintain and issue W9 letters and ST3 forms.
  - l. Process year-end 1099 forms.
  - m. Communicate with vendors.

- n. Report and remit unclaimed property to the Minnesota Department of Commerce.
  - o. Perform additional accounting support responsibilities as directed including scanning and records retention, cashiering, and receipting, entering data in the fund accounting system, and working on draft budget documents.
3. Human Resource Assistance
- a. Reconcile flex spending and insurance accounts.
  - b. Process post health care savings plan and process 1094-B and 1095-B forms.
  - c. Submit quarterly unemployment files to MN Unemployment Insurance Department.
    - i. Respond to inquiries from unemployment department.
  - d. Maintain personnel files.
  - e. Schedule employee interviews.
  - f. File background paperwork.
  - g. Write employment letters according to Minnesota's Wage Theft Law.
  - h. Report new hires.
  - i. Complete I-9 forms,
  - j. Administer benefit enrollment to new hires and employees.
  - k. Submit new hire and COBRA paperwork to Benefit Administrator.
  - l. Monitor FMCSA Clearinghouse funds.
  - m. Report Medicare Creditable Coverage Disclosures to CMS
  - n. Submit DPS Annual Claim Forms
  - o. Research and remain current on state and federal regulations regarding healthcare, OSHA, and PERA.
  - p. Process workers' compensation claims, First Report of Injury Claims, complete OSHA paperwork and forms.
  - q. Prepare and submit Workers' Comp Audit, yearly PERA Exclusion Report, and Pay Equity Report.
4. Assist with customer service at the front counter and on the telephone.
5. Serve as backup for Receptionist and payroll.
6. Serve as Head Election Judge.
- a. Assist with absentee voting.
  - b. Setup polling places
  - c. Oversee election judges.

Supervisory Responsibilities

None

### Education and Experience

- Two years of experience in a related field. Public sector experience is highly desirable.
- Certification as a notary public within six months of hire date.
- Certification or ability to be certified as an election judge prior to the next election administered by the city.
- Associate degree in business administration, accounting, or related field.
- Equivalent combination of education and experience required to perform all essential responsibilities of this position.
- Desired requirements include local government financial accounting experience.

### Knowledge, Skills and Abilities

- Knowledge of principles and practices of governmental accounting.
- Knowledge of laws, rules and regulations regarding financial record keeping.
- Proficient in Microsoft Excel, Word, and specialized software or applications, such as BS&A.
- Excellent customer service skills.
- Ability to handle stress and stressful situations.
- Ability to handle all problems and assignments except those requiring unit or departmental policy or procedural change.
- Ability to maintain regular contact with persons of importance and influence involving considerable tact, discretion, and persuasion in obtaining desired actions and/or the handling of difficult interpersonal relationships.
- Ability to maintain confidentiality and confidential information.
- Ability to accurately perform typing, data entry, calculations and record keeping with a strong attention to detail.
- Ability to plan and organize work and to work quickly and accurately meet deadlines.
- Ability to work by reason and scope and deal with complex situations with broad policy and general management guidance.
- Ability to provide services that affect individual clients/ citizens, and work impacts organizational goals.

### Work Environment and 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.

Work is typically performed in inside in a temperature-controlled environment with a low noise level. While performing the duties of this job, the employee is regularly required to talk and listen. The employee is regularly required to stand, walk, run, use hands to finger, handle or feel and reach with hands and arms. Ability to lift 10 pounds frequently. The employee is required to operate a computer and office equipment. Some night meetings may be required.

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

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The City of Cannon Falls is an equal opportunity employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Title:	City Clerk
Department/Location:	Administration
Immediate Supervisor:	City Administrator
Revision Date	July 2020
FLSA Status	h
Classification	

### Position Summary

This professional position performs the statutory duties of city clerk including administering elections; administering payroll, reconciling bank accounts, recording receipts and revenue, overseeing water and sewer billing, administering official records, records management and data practices; maintaining the city code; serving as a data practices compliance officer and other duties as required by law. Manage technology, public relations, elections, and licensing functions. This position supports the City Council.

The city clerk shall perform in accordance with Minn. Stat. §412.151, subd. 1 and Cannon Falls Code of Ordinances #-### through #-###.

### Essential Responsibilities

1. Create and maintain payroll records.
  - a. Verifies timesheets and data entry.
  - b. Processes and disperses bi-weekly payroll checks.
  - c. Calculates new pay rates.
  - d. Tracks sick leave and vacation accruals.
2. Administers and maintains payroll reports including bi-weekly State and Federal tax depositions and PERA Reports.
  - a. Implements State and Federal payroll regulations.
  - b. Maintain payroll deductions and flexible spending accounts.
  - c. Completes and forwards appropriate reports to State and Federal agencies.
  - d. Reconciles year-end wage and processes W-2s.
3. Prepare City Council packets.
  - a. Prepare and maintain index of council resolutions and ordinances.
  - b. Prepares Council reports and responds to questions.
  - c. Assembles and mails public hearing notices and posts information on website.
  - d. Maintains records relating to Council meetings.

- e. Manage information after the meeting.
4. Oversee water and sewer billing.
    - a. Inputs meter records, payments, and adjustments.
    - b. Maintains records of ownership, rental property changes, and adjustments to final bills.
    - c. Makes adjustments in billing.
    - d. Review output and check questionable meter readings.
    - e. Balance utility receipt to checks.
    - f. Calculates and implements new utility rates.
    - g. Prepare and calculate assessment rolls for delinquent utilities quarterly and year-end.
  5. Administer the records management program.
    - a. Take the minutes of city council meetings.
    - b. Review and archive the minutes and official records of the city council and boards and commissions including resolutions and ordinances.
    - c. Manage legal notices, maintain, and codifies the city code, serve as notary public, and sign and certify city documents.
    - d. Oversee all public data requests.
    - e. Maintains special assessment data and certifies annual collections.
    - f. Performs assessment searches.
  6. Administer elections including, but not limited to judge recruitment and training; Help America Vote Act implementation; publish legal notices; prepare voting machines and administer oaths of office.
  7. Serve as the city's inside technology resource for telephone system, copy machine, and records retention. Contact vendors for troubleshooting and investigation of specific and/or ongoing problems.
  8. Perform advanced accounting functions.
    - a. Prepares and enters monthly journal entries.
    - b. Processes month-end transactions.
    - c. Prepares reports for year-end audit.
    - d. Manages code transactions.
    - e. Reconciles all City bank accounts.
    - f. Provides various reports.
    - g. Assist with City investments
    - h. Record receipts and revenue data.
    - i. Reconciles cash receipts.
    - j. Prepares bank deposits.
    - k. Maintains fixed asset and GASB 34 data.



- l. Reconciles escrow accounts.
    - m. Assists with processing outstanding accounts payables invoices.
9. Assist all city departments as required or requested in areas such as research; report preparation; and the providing operational data and information that is compiled and kept by the office of city clerk.
10. Issue various licenses and permits, excluding building permits, consistent with applicable laws and rules.
11. Assists and backs-up other City employees.
  - a. Assist with administrative pool department assistance.
  - b. Prepare season packets for pool registration.
12. Provide excellent customer service via phone, counter, and e-mail.

#### Supervisory Responsibilities

Supervises election judges

#### Education and Experience

- Three years of experience in a related field. Public sector experience is highly desirable.
- Certification as a notary public within six months of hire date.
- Certification or ability to be certified as a Minnesota municipal clerk within a reasonable period of time.
- Certification or ability to be certified as an election judge prior to the next election administered by the city.
- Associate degree in business administration, accounting, or related field.
- Equivalent combination of education and experience required to perform all essential responsibilities of this position.
- Ability to obtain and maintain Elections Administration certification.

#### Knowledge, Skills and Abilities

- Knowledge of principles and practices of municipal records management, resolutions, codification of ordinances, data practices in the public sector and local election.
- Ability to use Microsoft Office and specialized software or applications.
- Ability to communicate complex information into an understandable format.
- Excellent organization and time management skills including the ability to manage multiple priorities and projects.
- Ability to establish and maintain effective working relationships both internally and externally.
- Ability to handle stress and stressful situations.
- Ability to maintain confidentiality and confidential information.

- Ability to work at an advanced level of work requiring the ability to handle all assignments or problems except those requiring a department policy or procedural change.
- Ability to maintain regular contact with persons of importance and influence involving considerable tact, discretion, and persuasion in obtaining desired actions and / or handling of difficult interpersonal relationships.
- Ability to work by reason and scope and deal with complexity. The independence of actions impacts the overall organization.
- Ability to participate with others in program development, service delivery, and supervision of subordinate staff.

#### Work Environment and Physical Demands

Work is typically performed in an inside, temperature-controlled environment. Regular attendance at evening meetings is required.

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. While performing the duties of this job, the employee is regularly required to talk and listen. The employee frequently is required to stand, walk, use hands to finger, handle or feel and reach with hands and arms. Must be able to frequently carry 10 pounds. The employee is required to operate a computer and office equipment.

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Title:	Utility Billing Clerk and Office Assistant
Department/Location:	Administration
Immediate Supervisor:	City Administrator
Revision Date	July 2020
FLSA Status	
Classification	

### Position Summary

This technical position performs general office assistant duties. This position administers and maintains the water/sewer billing system and assists the Public Works Department. This position serves as a receptionist and assists other departments, as needed.

### Essential Responsibilities

1. Perform utility billing and collection functions.
  - a. Maintain water meter data and collection for meter reads.
  - b. Prepare and review utility bills.
  - c. Maintain utility accounts.
  - d. Create service orders for meter replacements and move in / outs.
  - e. Assists customers and answers questions and service issues.
  - f. Prepares bank deposits.
2. Assists other staff with administrative duties using Word, Excel, e-mail, and Accounting programs.
3. Assist public works.
  - a. Manages park and field reservations.
  - b. Addresses public works complaints and problems using e-mail, phone and in person.
4. Sort and distribute incoming mail and packages.
  - a. Prepares outgoing mail.
  - b. Delivers mail to post office.
5. Serves as secretary for various committee meetings.
  - a. Compiles, distributes, and maintains meeting minutes.
6. Assist with customer service at the front counter and on the telephone.
7. Assists HR/AP with administrative duties.

8. Assist with election duties.

#### Supervisory Responsibilities

None

#### Education and Experience

- High School diploma or GED.
- Specialized training in accounting, business administration, finance, economics, or closely related field, but less than an Associate Degree or one year of related experience.

#### Knowledge, Skills and Abilities

- Knowledge of principles and practices of governmental accounting.
- Knowledge of laws, rules and regulations regarding financial record keeping.
- Proficient in Microsoft Excel and Word
- The ability to learn and maintain specialized software or applications, such as BMS accounting, utility billing and cash receipting.
- Excellent customer service skills.
- Ability to handle stress and stressful situations.
- Ability to work independently.
- Ability to maintain regular contact with persons to carry out organization programs.
- Ability to explain technical matters as needed.
- Ability to maintain confidentiality and confidential information.
- Ability to accurately perform typing, data entry, calculations and record keeping with a strong attention to detail.
- Ability to plan and organize work and to work quickly and accurately meet deadlines.
- Ability to perform routine work with general instructions.
- Ability to provide services that affect individual clients/ citizens, and work impacts organizational goals.

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