
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Approve Job Description for Senior Accountant/Human Resource Specialist**
DATE: November 8, 2023

Background:

The Finance Department duties and functions have been divided amongst three staff people. In doing so, the job duties performed by Accountant Hodge have slowly evolved to include an increased focus on human resources. In addition to payroll, the position includes assisting employees with benefit selection, collaborating with Department Heads regarding payroll issues, and participating in revisions to the Personnel Manual as well as serving as a sounding board and researcher for the City Administrator in regarding to labor laws and application of the Personnel Manual.

The attached revised job description better outlines the functions of the job as it is currently constituted and reflects the additional functions relating to human resources. The job has not been graded by Flaherty and Hood at this time; Accountant Hodge will need to complete a new Job Analysis Questionnaire which will be done once the revised description is approved.

Recommendation:

Staff recommends that the City Council approve the revised position title and job description as attached.