



City of Grand Island

Tuesday, December 20, 2022

Council Session

Item G-14

#2022-360 - Approving Re-Allocation of FTE - Cashier to Senior Account Clerk - Customer Service

Staff Contact: Patrick Brown, Finance Director

Council Agenda Memo

From: Patrick Brown, Finance Director
Aaron Schmid, Human Resources Director

Meeting: December 20, 2022

Subject: Re-allocation of FTE – Cashier to Senior Account Clerk
– Customer Service

Presenter(s): Patrick Brown, Finance Director

Background

The Finance Department management routinely reviews its internal operations and staffing to improve efficiency. Currently utility billing operations has one Customer Service Team Leader, four Accounting Clerks, one Senior Accounting Clerk, and three Cashiers.

Discussion

With the recent vacancy of a Cashier, an internal operations review indicates a need in flexibility with staffing various positions. This position would enable the staff member to be a cashier, a customer service representative, or work in billing. The recommended reallocation will move the recently vacated Cashier position to a Senior Accounting Clerk – Customer Service position. The authorized starting salary range for the Senior Accounting Clerk – Customer Service (\$22.1760-\$29.8667) position is more than the Cashier position (\$20.0668-\$25.6234), which will increase personnel costs annually by an estimated \$10,000. The re-allocation could be absorbed in the current fiscal year budget. If this position works as well as we think it will, Finance will be bringing more of these changes to Council in the future.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

Recommendation

City Administration recommends that the Council approve the FTE reallocation from the Cashier classification to the Senior Accounting Clerk – Customer Service classification.

Sample Motion

Move to approve the FTE reallocation from the Cashier classification to the Senior Accounting Clerk – Customer Service classification.

RESOLUTION 2022-360

WHEREAS, the Finance Department management team routinely reviews its internal operations and staffing to improve efficiency; and

WHEREAS, with the recent vacancy created by a Cashier departure, and the increase need in flexible staffing of positions; and

WHEREAS, the recommended reallocation would eliminate the recently vacated Cashier position and create a new Senior Accounting Clerk – Customer Service position; and

WHEREAS, the authorized salary range for the Senior Accounting Clerk – Customer Service position classification is more than the Cashier position, annual increase is approximately \$10,000.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the FTE reallocation of one Cashier classification to a Senior Accounting Clerk – Customer Service classification is hereby approved.

Adopted by the City Council of the City of Grand Island, Nebraska, December 20, 2022.

Roger G. Steele, Mayor

Attest:

RaNae Edwards, City Clerk

Approved as to Form	☒ _____
December 16, 2022	☒ City Attorney