

To: Mayor and Members of
Dunwoody City Council

From: Richard Platto, Acting Finance Director

Re: Discussion of Conversion of Contract Positions to City Positions within the Finance
Department

Date: February 13, 2023

Action

Staff is asking the Mayor and Council to create four new City positions of Senior Financial Analyst, Financial Analyst, Revenue Accountant, and Business License Specialist, effective upon Mayor and Council approval.

Summary

Staff with the City are either contracted or employed by the City. On an ongoing basis, staff conducts reviews of all positions currently under contract. After a recent review of the Finance & Administration contract, it is staff's recommendation to convert four contracted positions to City positions. The financial impact to the City will be minimal, plus or minus. This will help the City with overall operations and business continuity. These are critical positions and bringing them in as City employees will strengthen City operations.

Details

The City contracts with Jacobs for various positions in the Finance & Administration Department and with the Collaborative for the Community Development Department. The positions of two Accountants, Accounts Receivable, and Business License Technician were reviewed and now are recommended for conversion to City positions.

With the two Accountant positions, staff recommends converting and upgrading them to City positions of Senior Financial Analyst and Financial Analyst, with both positions reporting to the Accounting Manager. With guidance from the Finance Director and Assistant Finance Director, this group of City staff would be able to handle all accounting functions of the City (journal entries, reconciliations, reporting, accounts payable, payroll processing, etc.), as well administer the City's annual operating and capital budget. These classes of positions would also allow for promotional opportunities and career advancement.

With the Accounts Receivable and Business License Technician positions, staff recommends converting and upgrading them to City positions of Revenue Accountant and Business License Specialist, respectively. The Business License Specialist would report directly to the Revenue Accountant, and the Revenue Accountant would report directly to the Assistant Finance Director. This group of City staff would handle the majority of revenue the City receives, including all business license and alcohol license payments as well as reviewing and approving all checks and cash other departments receive. Having these two positions would also allow for redundancy and coverage within the Finance Department.

Staff recommends the conversion of these positions for operational and business continuity reasons. If approved by Council, a budget amendment will be presented to Council at a future date. Staff will also work with the vendors, after City Council authorization, to amend and remove the positions from the contract at the earliest agreed upon date.

Human Resources is currently working with a consultant on a comprehensive salary and benefits survey, with the results expected in the second quarter. The results of this survey will be used to establish the appropriate placement of these positions in the City's position allocation and compensation chart to ensure internal equity on the City's pay scale. With Council's approval of any recommended changes at the conclusion of that survey project, the established grades will be used for making job offers. Therefore, the proposed position allocation and compensation chart and job descriptions will be brought to Council at a future date.

Recommendation

Staff recommends four new City positions of Senior Financial Analyst, Financial Analyst, Revenue Accountant, and Business License Specialist, to be effective upon Mayor and Council approval.