



M E M O R A N D U M

TO: Linda Gorton, Mayor
Sally Hamilton, Chief Administrative Officer
Council Members

FROM: 
John Maxwell, Director
Division of Human Resources

DATE: December 20, 2021

SUBJECT: Create position – Division of Accounting

Request:

The attached action is requesting authorization to create one (1) unclassified position of Accountant Sr. (Grade 520E) in the Division of Accounting for a five (5) year term, expiring on December 31, 2026.

Why are you requesting?

With the implementation of the American Rescue Plan Act (ARPA), we request to create this position to assist the Division of Accounting with the required accounting tasks that accompany the grants. As such, the Division of Human Resources conducted a classification study on the requested position. The position was analyzed by staff using the whole job rank and factor comparison methods. As a result, a recommendation for their requested position is described in this action. This position will be 100% funded by ARPA funds.

What is the cost in this budget year and future budget years?

This action will have a future impact of a cost of \$82,817.02 and will be grant funded.



Position Title	Annual Salary Before	Annual Salary After	Annual Increase/Decrease
Accountant Sr.	(\$0)	\$57,106.40	\$57,106.40
Total Annual Impact/ Salary and Benefits \$82,817.02			

File Number:

[028-22](#)

Director/Commissioner: John Maxwell/Sally Hamilton

If you have questions or need additional information, please contact Alisha Lyle at 258-3957.

